



INTERVIEW QUESTIONS for Candidates

Sample questions asked by an interviewer might include:

1. Tell me about yourself?
2. Why did you choose this profession? Your major?
3. Of the classes you have taken, which has been the most challenging? How so?
4. Tell me about your most rewarding achievement?
5. Describe a difficult situation you have been involved with and how did you handle it?
6. What type of work environment makes you most comfortable?
7. Talk about your skills and experiences to date?
8. Describe your ideal supervisor?
9. What are your greatest strengths?
10. What is your greatest weakness?
11. How have your academic experiences and work experiences thus far prepared you for this job/career field?
12. Where do you see yourself in 3 years? 5 years?
13. Describe a situation where you took a leadership role? What was the outcome of this example?
14. How do you work in a team situation?
 - a. Tell me a time when you have worked with others as a team?
 - b. How did you deal with adversity? How do you manage success?
 - c. How have you overcome another person who did not 'pull his or her weight'?
15. How do you respond to change?
16. How do you manage stress? How do you manage conflict?
17. Tell me a situation in which your ethics were challenged? How did you respond?
18. Describe a situation when you experienced failure or failed to meet a deadline? How did you manage this?
19. What are your future educational goals (if applicable)? Career goals?
20. What motivates you? Can you provide an example of a time when you needed to motivate yourself to accomplish a task? An example when you needed to motivate others?
21. Describe a situation where you had to work with a difficult person? How did you handle this?
22. How do you respond to multiple tasks (multi-tasking)? Is this a strength of yours? Provide an example of a time when you were required to multi-task and what was the result?
23. What do you know about our company/organization/institution? How have you researched us?
24. If I ask people who know you well, what is the one reason they would provide to encourage me/us to hire you?
25. Why should we hire you over all the other qualified applicants for this position?

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Sample questions for the candidate to ask the employer/recruiter/educational institution or other:

1. Describe a typical work week for a person in this position? At your company?
2. Why did you choose to work for this organization?
3. If I am hired, in which area or group with your company would I be working?
 - a. Who would be my direct supervisor?
4. How does your organization strategically plan for the future?
5. Is diversity part of your framework or mission?
6. How would you describe your company culture?
7. What is the natural career progression for employees with my skill set? (See Other Side)
 - a. How might I improve my skills through training?
 - b. Is training and 'moving up' supported and encouraged?
 - c. Are other educational opportunities or learning/skill development opportunities supported?
8. What is your hiring time frame? Timeline, deadline?
 - a. What is my next step as a candidate?
9. May I have one of your business cards for follow up correspondence (if not already provided)?



Behavioral interview questions (results and outcome based questions)

Sample questions asked by an interviewer might include:

- By providing examples, convince me that you can adapt to a wide variety of people, situations, and environments.
- Give an example of a time in which you had to be relatively quick in coming to a decision.
- Tell me about a time when you had to go above and beyond the call of duty in order to get a job done.
- Give me an example of a time when you were able to successfully communicate with another person even when that individual may not have personally liked you (or vice versa).
- Describe a creative/innovative idea that you produced which led to a significant contribution to the success of an activity or project.
- Tell me about a time when you had to lead others to follow a course of action. Why was this necessary? How did you do it? What was the result?
- Describe a face-to-face meeting you had in which you had to lead or influence a very important individual. What was the situation? What did you say? What was the result?
- What was your least favorite job? Why was it your least favorite?
- Think of a time when your course load was heavier than usual. What was the situation? How did you get all of your work done?
- Give me an example of how you manage your time. What factors do you consider? How do you track your progress?
- Tell me about the toughest group you had to work with. What made the group tough? What did you do?
- What was the most difficult task you had to learn on your job at _____? How did you go about learning it?
- Sometimes we can identify a small problem and fix it before it becomes a major problem. Can you give me an example of when you were able to identify small problems before they became big?
- Tell me about an important goal you set for yourself and how you accomplished it.
- Give me an example of a time when you experienced failure and how did you handle this?
- Describe your most rewarding accomplishment to date.