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## SAMPLE INTERVIEW QUESTIONS

In preparing for an interview, carefully review the job description and identify the knowledge, skills, and abilities required to perform the duties. Then develop questions that will help you obtain job-related information. Open-ended questions that begin with “what,” “why,” “how,” or “tell me” encourage the applicant to talk about him/herself. The following are some model questions you may find helpful during your interview.

### **A. Questions relating to work experience**

- 1) What are some of the aspects of your present (last) job that you think you do particularly well?
- 2) What are some of the things about your present (last) job that you find difficult to do?
- 3) Starting with your present (last) job, please tell me about any achievements for which you were recognized by your supervisor(s).
- 4) What are some of the problems you encounter in doing your job? Which one frustrates you the most? What do you usually do about it?
- 5) How do you feel about the progress you have made in your present employment?
- 6) How has your present job prepared you to take on greater responsibilities?
- 7) What would you say was the most promising job you ever had? What was the least promising job? What made you feel this way?
- 8) What has been your greatest frustration or disappointment in your present (last) job and why do you feel this way?
- 9) What are some of the reasons that are prompting you to consider leaving your present job?
- 10) All jobs have pluses and minuses. What are some of the minuses in your present (last) job? Pluses?
- 11) Do you consider your progress on the job to be representative of your ability? Why?
- 12) What are some of the things which you and your supervisor have disagreed about?
- 13) What are some things you would like to avoid in a job? Why?
- 14) In your present (last) job, what kind of pressures do you encounter?
- 15) What would you say is the most important thing you are looking for in an employer?
- 16) How do you feel about the way you or others in the department were managed by your supervisor?
- 17) In what ways has your supervisor helped you to develop your capabilities?

- 18) What are some of the things your boss did that you particularly liked or disliked? Why did you feel this way?
- 19) How do you feel your boss rated your work performance? What were some of the things he/she indicated you could improve upon?

**B. Questions relating to educational experiences**

- 1) What do you think is the most valuable contribution your education has made to your life?
- 2) What would you say is the most important thing you learned from your educational career?
- 3) What prompted you to choose \_\_\_\_\_ for your major area of study?
- 4) What led you to choose \_\_\_\_\_ college/university?
- 5) If you had an opportunity to do your educational years over, what would you do differently?
- 6) What are the subjects in which you did the best? Why?
- 7) What are the subjects in which you did the poorest? Why?
- 8) What was there about the subjects in your major that made them appealing?
- 9) What did you learn from your extracurricular activities that you think helps you today?
- 10) What elective courses did you take? Why did you choose these particular courses?

**C. Questions relating to reactions to the job and the department**

- 1) What do you see in this job that makes it more appealing to you than your present (last) job?
- 2) How would you evaluate our company?
- 3) What would you say might not be highly desirable about this job? What appeals to you about this job?
- 4) What is it that you are looking for in a work organization?

**D. Questions relating to applicant goals and objectives**

- 1) What are your future goals?
- 2) What is your long term career objective?
- 3) In what area do you think you need to develop yourself most to be ready for such an objective?
- 4) What is it you have going for you that might make you successful in such an endeavor?
- 5) What are some things you want to avoid in future jobs? Why?
- 6) Do you have any particular salary goals?
- 7) What kind of job or career objectives do you have?

- 8) Who or what in your life would you say influenced you most with regard to your career objectives?
- 9) Can you pinpoint any specific things in your past experiences that have affected your present career objectives?

**E. Questions relating to self-assessment**

- 1) What are some of the good qualities you possess? Apart from knowledge or experience, which of your qualities needs improvement?
- 2) What are some of the basic factors that motivate you?
- 3) What are the things which frustrate you most? How do you usually cope with them?
- 4) What kinds of things do you feel most confident doing?
- 5) What kinds of things do you feel less confident doing?
- 6) What are some of the things you are either doing now or have thought about doing that are self-development activities?
- 7) In what way(s) do you think you have grown most in the past two to three years?
- 8) Can you describe for me a difficult obstacle you have had to overcome? How did you handle it? How do you think this experience affected your personality or ability?
- 9) How would you describe yourself as a person?

**E. Other Questions**

- 10) How will you make contributions to our core values?
- 11) If you were hired and we could jump ahead six months, what do you think we would be saying about how you helped forward our core values?
- 12) What core aspirations excite you or interest you?
- 13) Why do you want to work here?
- 14) Tell me what is important to you – what do you value deeply?
- 15) Tell me about the last time you lost your cool. What was the cause? What action did you take? What did you learn?
- 16) What are your expectations from an employer? Name a least four.
- 17) What three adjectives best describe you?
- 18) Tell me about a specific situation when you were disappointed by an employer or manager.
- 19) Whom do you admire? Why?

- 20) Tell me about a time when you were overwhelmed at work. What was the cause? What action do you take? What did you learn that you carry forward?
- 21) What in your work history are you most proud of and why?
- 22) Conversely, what in your work history do you regret the most and why?
- 23) In past performance reviews with your prior supervisor, what did your supervisor say was your greatest strengths? What areas need improvements?
- 24) What do you understand the mission of our company to be?