SAMPLE INTERVIEW QUESTIONS

Listed below are just a few examples of some of the questions that may be asked in an interview. By preparing and practicing answering these, you will be more confident and leave a lasting impression.

Basic Interview Questions	• Tell me about yourself. • Why do you want this job? • Why should I pick you over other candidates? • Tell me about a difficult decision you made at your last position. • What did you like most at your last job? • What did you hate at your last job? • Give me an example when you set a goal and how did you achieve that goal. • Tell me about a time that you were part of a team and what your responsibility was. • What are your strengths? • What are your weaknesses? • Where would you like to be in your career five years from now? • Why are you interested in our company? • Why did you leave your last position? • Tell me what you know about our company. • **VERY IMPORTANT**: Do you have any questions for me?	☐
Advanced Interview Questions	• Give me an example of a time that you felt you went above and beyond the call of duty at work. • In group dynamics, how do you handle someone who is not pulling their own weight? • Tell me about a time when you had to give someone difficult feedback. How did you handle it? • What is your biggest pet peeve? • If I were your supervisor and asked you to do something that you disagreed with, what would you do? • Everyone deals with conflict. Tell me about a time where you had to deal with conflict on your last job. • If you found out your company was doing something against the law, like fraud, what would you do? • Do you like change? How do you deal with change? • Describe how you would handle a situation if you were required to finish multiple tasks by the end of the day, and there was no conceivable way that you could finish them. • Tell me who was your best supervisor and why? • Tell me who was your worst supervisor and why?	☐

More About You	• If I were to ask your last supervisor what is one thing to change about you, what would they suggest? • What do you see yourself doing within the first 30 days of this job? • Describe your best working environment. • What is your worst working environment? • Give an example of an idea you've had or implemented that made a change in your last position. • Give me three attributes that best describe you. • Was there a person in your career who really made a difference? Why did this person make such an impact in your life? • What are the qualities of a good leader? A bad leader? • Do you think a leader should be feared or liked? • How would you feel about working for someone who knows less than you?	☐
Sample Questions to Ask	Asking thoughtful questions will set you apart from the competition. By asking questions you can also influence the flow of the interview. • The people who do well at your company: what skills and attributes do they usually have? • What do you like best about working at _____? • What results are expected? • What happened to the person who had this job before? • What is your philosophy regarding on-the-job growth and development? • What are your goals for this department? • What are the organization's/company's strengths and weaknesses compared to its competition? • What are the day-to-day responsibilities of this job? • What is the company's policy on providing seminars, workshops, and training so employees can keep up their skills or acquire new ones? • How and by whom will my performance be reviewed? Are there specific criteria upon which I would be evaluated? And how frequently is formal and informal review given to new employees? • What is the company's management style? • How would you describe your company culture? • What makes your company better than your competitors? • What are the most important traits you look for in a subordinate? • Before I leave, is there anything else you need to know concerning my ability to do this job?	☐