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| Sample Interview Questions | | |
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| 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? * What are your greatest strengths and weaknesses? * 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 are your expectations for this role during the first 30 days, 60 days? * What happened to the person who had this job before? * How do I compare with the other candidates you’ve interviewed for this role? * What is your philosophy regarding on-the-job growth and development? * What are the biggest opportunities facing the company/department right now? * . What are the biggest challenges facing the company/department right now? * 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 reviews given to new employees? * Where do you think the company is headed in the next 5 years? * 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? | □ |