

Sample Interview Questions

General Questions

- Tell me about yourself.
- Why are you interested in working for this organization?
- Why have you chosen this particular field of work?
- What are your greatest strengths/weaknesses?
- What unique attributes would you bring to this organization?
- How have your education and previous employment prepared you for this position?

Decision-Making Questions

- Give an example of a difficult decision you had to make and the process you used to make that decision.
- Give an example of a time you had to solve a problem and how you handled it.
- Do you have a process or a strategy that you use when you are making decisions?
- Describe a specific problem you solved for a previous employer. How did you approach the problem and what was the outcome?

Initiative Questions

- What was your greatest accomplishment in your last job and what made it so successful?
- Tell me about a time when you went above and beyond what was asked of you by an employer.
- Have you ever recognized a problem before your boss or others in the organization and how did you handle it?
- Can you think of some projects or ideas (not necessarily your own) that were carried out successfully primarily because of your efforts?

Career Motivation Questions

- Give an example of an important goal you set in the past and how you were able to reach it.
- What are you the most passionate about in this field of work?
- Describe your one of your greatest accomplishments to date.
- Give me some examples of past work experience that you have found personally satisfying.

Teamwork Questions

- Describe the types of teams you've been involved with and explain the different roles you played.
- Describe a situation in which you had to arrive at a compromise or guide others to a compromise.
- How would you handle a situation in which you were working on a group project where you either disagreed with others, or others disagreed with you?
- Do you prefer to work in a group setting on projects or by yourself and why?
- How do you go about developing rapport (relationships) with individuals at work?

Leadership Questions

- How would you get employees or others to follow your direction?
- How would you describe your management style?
- Give an example of a time where you showed leadership and initiative.

- How would you describe an ideal supervisor?
- What are 3 effective leadership qualities you think are the most important and how have you demonstrated them in the past?

Communication Skills Questions

- Tell me about a situation when you had to speak up in order to get a point across that was important to you.
- What has been your experience in giving presentations to small or large groups? What has been your most and least successful experience?
- Give me an example of a time when you were able to successfully communicate with another person, even if you did not get along with that individual.
- What is the worst communication problem you have experienced? How did you handle it?

Interpersonal Skills Questions

- What do you do when others resist or reject your ideas or actions?
- When was the last time you had to deal with a difficult colleague and how did you handle the situation?
- How would the people you have worked with in the past describe you best?
- Tell me about the most difficult or frustrating individual that you've ever had to work with and how you managed to work with them.

Technical and/or Position Specific Questions

- What training have you received in _____?
- Describe your experience performing the following tasks _____.
- What job experiences have you had that would help you in this position?
- Walk me through the procedures you would follow to _____.

References for Sample Interview Questions:

<http://www.csuchico.edu/careers/students-alumni/job-search-tools/sample-questions.shtml>

<http://uhr.rutgers.edu/assistance-job-interview>

<http://adminfinance.umw.edu/hr/employment-opportunities/the-recruitment-process/the-interview-process/sample-interview-questions/>