

INTERVIEW QUESTIONS

SOME QUESTIONS YOU MIGHT BE ASKED AT AN INTERVIEW:

- Tell me about yourself.
- Who was your favorite manager and why?
- What attracted you to this company, this position?
- Where would you like to be in your career five years from now?
- How would you describe your work style?
- Tell me about a time when you had to deal with conflict on the job.
- What are three positive things your last boss/professor would say about you?
- Describe a time when your work was criticized – how did you handle it?
- Describe a specific goal you set for yourself and how successful you were in meeting it. What factors led to your success in meeting your goal?
- Describe the system you use for keeping track of multiple projects. How do you track your progress so that you can meet deadlines? How do you stay focused?
- Tell me about a time when you failed to meet a deadline. What things did you fail to do? What were the repercussions? What did you learn?
- Describe a specific problem you solved for your employer or professor. How did you approach the problem? What role did others play?
- Tell me about a time when you were on a team where someone was not pulling their own weight? How did you handle it?
- What will you miss about your present/last job/college?
- Sell me this pencil/book/opportunity.
- What's the best movie/book you've seen/read in the last year?
- If you had to choose, would you consider yourself a big picture person or a detail oriented person?
- Why should I hire you?

If salary questions are raised before a job offer is made, it is recommended that you delay any discussion with the following suggested response: “Until I know more about this specific job it is hard to answer the salary question.” Or, turn the questions back to them with “What salary did you have in mind? –“What is the salary range for this position?”

SOME QUESTIONS YOU MIGHT ASK AT AN INTERVIEW:

- What would my responsibilities and duties include? What's a typical day like?
- How would I be supervised? Who would I report to?
- Can you tell me about your initial and future training programs?
- What opportunities are there for advancement?
- What makes your firm different from its competitors?
- How is performance measured in this position?
- What characteristics does a successful person have in your company?
- What is the next step in the procedure?