

# Sample Interview Questions

## INTERPERSONAL

Tell me about yourself.

Why are you interested in this position?

What are your qualifications for this position?

How would you be able to contribute to our company/organization?

What is your strongest personal asset?

Name 3 strengths that you have and why you consider these strengths.

What would a supervisor tell me are your strengths?

What is your biggest weakness?

What would you say is an area in which you need improvement?

Describe how you like to be managed, and the best relationship you've had with a previous boss.

Explain the phrase "work ethic" and describe yours.

To you, which is more desirable: A business that is run in an efficient business-like manner OR a business that is run in a personal and friendly way?

Tell me anything else you would like us to know about you that will aid us in making our decision.

Why should we hire you instead of several other equally qualified candidates?

## EDUCATION RELATED

How and why did you select St. Norbert College?

How has your education prepared you for this job?

If you had the chance to repeat your college career, what would you do differently? Why?

Do you plan to continue your education?

Describe a time when you took a new job that required a much different set of skills.

What are your major professional reading sources?

What sorts of things have you done to become better qualified for your career?

Careers grow and develop just like people do. Where do you see your career now? Why? What are you doing to sustain it?

What's the most valuable thing you've learned in the past year? Why?

Do you feel you are knowledgeable about current industry related legislation or trends? Why or why not?

Through your career have you learned more about your profession through coursework or through on the job experience? Explain. What is more important to your profession, experience or continued education?

Tell me about the one person who has influenced you the most within your career? Were they a manager or mentor? What did you learn from them? Why do you think you learned so much from them?

## INITIATIVE/TEAMWORK

What do you think are the best and worst parts of working in a team environment? How do you handle it?

When groups work together, conflict often erupts. Tell me about a time that conflict occurred in one of your work groups and what you did about it.

Tell me what role you play within work groups and why.

How would people you work with describe you?

Tell me about the most effective contribution you have made as part of a task group or special project team.

Tell me about a time you pitched in to help someone finish a project even though it "wasn't your job." What was the result?

What is essential for a team to be successful?

Tell me about a time you worked in a cross functional team? Were there different challenges compared to a departmental task team?

## **PRODUCTIVITY/TIME MANAGEMENT**

When you have a lot of work to do, how do you get it all done? Give me an example.

Have you ever done a cost-benefit analysis? Tell me about it.

Describe a time you identified a barrier to your (and or others') productivity and what you did about it.

Describe a time you recommended a change to procedure. What were the cost and/or productivity savings?

Tell me about your productivity and time management skills?

What do you do when someone else is late and preventing you from accomplishing your tasks?

How do you determine what amount of time is reasonable for a task?

## **DECISION-MAKING**

When did you choose to enter this occupational field and why?

Tell me about a recent significant problem you faced and how you handled it.

What methods do you use to make decisions? When do you find it most difficult to make a decision?

## **CREATIVITY**

What's the best book you've read in the last year? Please take a minute and tell us what you liked about it.

What was the most creative thing you did in your last job?

What is your interpretation of "success?"

Describe an ideal work environment or "the perfect job."

In what way(s) do you express your personality in the workplace?

## **PROJECT MANAGEMENT**

What type of projects have you managed in the past?

Have you had a non-productive team member on your project team? What happened and how did you handle this situation?

What did you bring to the last position you were in? Describe how your strengths improved the team.

What was the last big project you worked on?

- How did you start this project?
- What were the deliverables?
- What metrics did you use to measure ongoing project status?
- What, if any, cost overrun issues did you have? How did you handle these?
- What other obstacles did you overcome?
- Were the deadlines met? (Why or why not?)
- What would you have done differently?

Describe specific project for this position.

- How would you start this project?
- Who should be on the project team? Why?
- What are the three biggest risks for this project?
- What control measures/techniques would you put in place to overcome these three risks?

## **GOALS/DIRECTION/OTHER:**

What are your short-term and long-term goals?

Where do you see yourself in five years?

How do you see this position fitting into your career goals?

What do you believe to be the major trends in your career field at this time?

What salary range do you anticipate for this position?

If you are the successful applicant, how would you expect to be different after a year in this position?

## **ORGANIZATION**

Why are you seeking a position with our company?

Tell me what you know about our organization.

In what ways do you think you can contribute to our organization?

How long would you stay with this company?

Describe what you believe to be an ideal work environment.

## **DIVERSITY**

Provide the mission statement with value on diversity. How has your experience and background prepared you to be effective in this environment with this diversity value/initiative?

What do you see as the most challenging aspect of a diverse working environment? What steps have you taken to meet this challenge?

What kinds of experiences have you had working with others with different backgrounds than your own?

Tell me about a time you had to alter your work style to meet a diversity need or challenge?

How have you handled a situation when a colleague was not accepting of others' diversity?

What does it mean to have a commitment to diversity and how would you develop and apply your commitment at this company?

What was/is the diversity value at your current/former employer? What impact did you make on this value?

What efforts have you made, or been involved with, to foster diversity competence and understanding?

What have you done to further your knowledge about diversity? Have you included diversity in your professional development? How have you demonstrated what you have learned?

What kind of leadership efforts would you make to ensure a commitment to the diversity initiative or value?

What strategies have you used to address diversity challenges? What were the positives and negatives?

## **MANAGERIAL**

Define professional behavior and/or conduct appropriate in the workplace.

Tell us about your management style - people, teamwork, direction?

What is your own philosophy of management?

What was the most challenging personnel issue you've had to deal with and how did you handle it?

Discuss and differentiate between remediation, corrective action, and discipline.

Explain, step by step, how you have handled an employee who had performance problems.

What coaching or mentoring experience have you had? With groups or one-on-one? How did you determine the appropriate way to coach/mentor and what were the results?

Management requires both good writing and verbal skills for good communication. When it comes to giving information to employees that can be done either way, do you prefer to write a memo OR talk to the employee?

Managing requires motivating employees as well as accomplishing tasks. Do you find it more natural to point out what's wrong so employees can accomplish tasks competently OR to praise employees for their work and then point out what may need correcting?

Managers need good information and managers need to make good decisions. Do you tend to gather information up to a deadline in order to make a better-informed decision OR gather just enough information to make a good decision quickly?

What is the largest number of employees you have supervised and what were their job functions?

Are you best at dealing with details and day-to-day operations OR with concepts, envisioning and future planning? Give me an example.

*Sample Interview Questions taken in part from SHRM (Society for Human Resource Management): <http://www.shrm.org>*