

## Sample Interviews

During your job search, one of the most important things that you can do is to be prepared for your interview. Although you can never know exactly what questions will be asked during an interview, it's not hard to determine what the employer will want to find out: Their goal is to assess your skills, experience, enthusiasm, work style, background, motivation, and goals.

Not surprisingly, then, most of the questions asked during interviews aren't truly unique. While the interviewer might pose a few questions that seem to come from "left field," most will probably be somewhat predictable...provided you're prepared.

Here are some of the questions you may be asked during an interview. Before any interview, you should read each question, and be sure to think carefully about how you would answer them:

### **Questions About Yourself**

Tell me about yourself.

How would you describe yourself?

What are your interests outside of work, school?

What motivates you?

What qualities do you most admire in others?

What is your definition of success?

### **Questions About Your Goals**

What are your specific goals for your next job?

What kinds of professional organizations do you belong to? Why?

Have you ever turned down a good job? Why?

Where do you see yourself in five years?

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

### **Questions to Determine Interest in Available Position**

What made you interested in working for our company?

Where did you hear about this position?

What about the current position particularly appeals to you?

How familiar are you with what our company does? Can you describe our business?

What do you feel you can bring to our company in this position?

Why do you think you would enjoy this position?

How do you feel about relocating or commuting for this job?

How long do you intend to stay here?

### **Questions About Past Experience**

Please describe your current/most recent position. What were your specific responsibilities?

What were the biggest pressures on your last job? How did you handle them?

How did your job description evolve while you held the position?

What do you enjoy most about your current/last job?

What do you enjoy least about your current/last job?

Describe a typical day in your last position.

What have you learned in your current/most recent position?

Why are you seeking a job change at this time?

Tell me about an accomplishment of which you are particularly proud. What did you do, and how did it impact the company?

How does your previous experience relate to this position?

### **Questions About Your Skills**

Describe a situation you've faced, which you considered especially challenging. How did you handle it?

What are your strongest points in a work setting?

What are your weakest points? How do these impact your work?

How do you go about learning a new skill?

What would you bring to this position?

**Questions About Your Work Style**

What type of work environment do you prefer? Why?

How would you describe your work style?

What kinds of work do you particularly enjoy?

Describe your ideal position/job.

What types of interactions do you have/have you had with your co-workers?

What is your experience working in groups?

How do you feel your co-workers would describe you?

**Questions About Your Education**

What classes did you most enjoy during school? What classes did you least enjoy? Why?

How has your education prepared you for this position?

What activities did you participate in at school?

Why did you choose your school/major?

Tell me about something that you recently read in your field.

**Questions About Supervisory/Management Experience (if Relevant)**

What kind of supervision of other workers have you been responsible for? Describe.

How would you describe your management style?

How did the people you supervised react to you?

Describe an experience in which you feel you could have been more effective as a supervisor. What would you do differently today?

What do you feel makes a meeting effective? How do you organize/run meetings?

What types of employees cause the most problems for you? With what types of employees do you get along best?

How do you think your employees would describe you? Do you think their perception is fair?

What was your employee turnover? Why do you think this was the case?

Have you ever been faced with low employee morale? Describe, and tell me what you did about it.

### **Scenarios**

Tell me about a time when you:

- Worked effectively under pressure.
- Missed a solution to a problem that later seemed obvious.
- Were unable to complete a project on time.
- Persuaded team members to do things your way.
- Had to make an important decision with limited facts.
- Were forced to make an unpopular decision.
- Had to adapt to a difficult situation.
- Were tolerant of an opinion that was different from yours.
- Had to deal with an irate individual.
- Delegated a project effectively.
- Surmounted a major obstacle.
- Set your sights too high (or too low)
- Made a bad decision.
- Lost or won an important contract.
- Influenced employee morale.

### **Questions About Your Expectations**

What are your salary expectations?

If you were offered a position, how soon would you be available to begin working?