

Job Interview Questions

General

1. We have read your resume. We know something about you. Tell us how you see your previous experience and skill in relationship to this position.
2. Besides looking for a change, what motivated you to apply for this position?
3. What have you done to learn more about our company?
4. How have you combined your educational plans with your job plans?

Employee's Role

5. How do you divide your time among major areas of responsibility?
6. What special qualities do you feel you have that would help you be successful as an employee in this company?
7. What are some of the ways you judge your effectiveness as an employee?
FOLLOW-UP: What have you done in past jobs to improve your effectiveness as a worker?
8. Describe the most difficult problem you've faced in a job and how you solved it.
9. Describe the most successful decision you've made while working. Why was it successful? Give us an example of a major failure you suffered and why it happened.
10. As a college student, what achievements are you most proud of accomplishing? Why?
11. Tell us about an important goal you set recently.
FOLLOW-UP: What have you done to reach it?
FOLLOW-UP: Do you always reach your goals? (Watch for people who "always" reach their goals; maybe they aren't high enough.)
FOLLOW-UP: (If not responsive to the above follow-up: Tell us about a time when you failed to reach a goal.)
12. Can you recall a time when you went back to a failed project to give it another try? Why did you do it and what happened?
13. Describe a typical day in your present or immediate past job for us.
FOLLOW-UP: What problems do/did you normally experience in getting things done?
14. How do you plan your day?

15. What risks have you taken in your present or previous positions, and what was the result of taking those risks?

16. What do you do when you are having trouble solving a problem?

17. What was the most complex report you have ever had to write?

FOLLOW-UP: What made this the most difficult report? How did you handle it?

FOLLOW-UP: Looking back, how would you have improved it, or made it easier to understand?

18. What criteria would you employ in evaluating a subordinate's job performance?

19. How would you address or resolve the problem of a subordinate whose job performance failed to meet or satisfy your performance criteria?

20. In which skill areas do you feel the most competent? Explain why.

Relationship with Supervisors

21. Have you and your bosses ever had a disagreement?

FOLLOW-UP: What did you disagree on?

22. How would you deal with a boss who does not have a clear perception of his/her responsibility?

23. Describe the best boss you ever worked with and what made them that way.

24. Tell us about an occasion when there were objections to your ideas. What did you do to persuade the boss toward your point of view?

25. How would you keep your boss informed on job issues and problems?

26. What methods have you found to be most effective in communicating with supervisors?

27. You see a supervisor moving toward a decision that you feel will be detrimental to the company. How would you handle that situation?

28. How do you feel when one supervisor tells you to do something one way, and another supervisor tells you to do it differently?

FOLLOW-UP: In the instance that the two supervisors have different viewpoints on an issue you feel strongly about, would you make a recommendation anyway, or wait until the two supervisors agreed with each other?

29. How would you deal with conflicts and differences between yourself and your immediate supervisor, such as a difference in basic priorities?

30. What have you done to build trust between yourself and your boss in your present or immediate past job?

Co-worker Relations

31. In your present or immediate past job, how have you supervised and evaluated others?

32. In what way and to what degree should the evaluations of your subordinates be communicated to your supervisors?

33. Define *cooperation*.

34. Give us a specific example of a program for employee development that you have successfully participated in. Knowing what you know now, how would you improve upon it?

35. As an employee, you have a coworker that you and several other people believe should be fired. However, the boss thinks that he is the greatest person in the world. What would you do?

36. What methods have you found effective in setting job objectives for subordinates?

37. How successful have you been in helping other people get hired who you felt were particularly good workers?

38. How would you deal with dissenting opinions or restrictive behavior by management?

39. How would you define a conducive work atmosphere?

40. Describe how you would promote motivation or team spirit among coworkers.

41. Tell us about an idea you introduced to improve company morale.

42. A coworker comes to you and tells you he is feeling burned out and is thinking of quitting. What would you do?

43. How do you communicate to other members of a team your expectations and standards for work?

FOLLOW-UP: How do you deal with coworkers who don't live up to your standards?

44. Describe your role (if any) in helping to get rid of a really bad boss.

45. How do you keep coworkers aware of information and activities that might affect them?

46. When encountering conflicts between supervisors and subordinates who operate outside your department, whose side do you support?

47. What would you do or say if you saw one group of coworkers getting preferential treatment over another group of workers?

Subordinate Relations

48. Describe your interaction with subordinates in the workplace.

49. What measures would you take to curb drug and alcohol use in the workplace?

50. Describe what you have done to reduce turnover among employees under your supervision.

51. What experience have you had in working with minorities in the workplace? Do you feel that you are fair and impartial toward people from other ethnic and racial backgrounds?

52. What is your general philosophy regarding workers who violate company policies?

Customer Relations

53. How would you keep customers informed about company matters?

54. What did you do to gain the respect, trust and support of customers where you last worked?

55. How, and to what degree, will you make yourself accessible to customers?

56. What is there in your previous experience which would suggest that you are sensitive to the needs and goals of customers?

57. How would you encourage company involvement in the local community?

Products and Services

58. What have you done to develop, produce and evaluate products or services?

59. What do you see as the proper role of a single employee in the development and improvement of products and services?

60. Are there, in your view, any particular areas of product/service development that should have greater emphasis? What areas, if any?

61. What improvements have been made in the products or services in which you had a hand? What did you do to make it happen?

62. What is your general approach to making products or services?

63. What measures would you take to inspire the “ultimate achievement” among coworkers?

64. What is your perception of the future of our business?

Business and Finance

65. How would you assure management that you are financially and legally responsible?
66. How have you helped to determine budgeting priorities in a business department?
67. Given the complexities of business budgeting, how would you make your department's budget easier to understand?
68. Describe your experience in handling and managing money. What are the most important factors?
69. How do you monitor and control expenditures against the budget?
70. How have you helped to determine ways to cut costs?
71. What budget recommendation did you make that was the most successful? Describe how you did it.

Management and Leadership

72. How would you characterize your management style?
FOLLOW-UP: What management techniques have you found to be effective?
73. What does shared decision-making mean to you? Describe how you use it.
74. Describe the primary responsibilities of a manager.
75. What is the difference between a manager and a leader?
76. What are your "quality indicators?"
77. How do you deal with people who are interested in just one thing?
78. How would you bring leadership to the job(s) you do?
79. What works better, written or oral communication?
80. Tell us about an unpopular decision you've had to make.
FOLLOW-UP: Whom did it affect?
OR...
FOLLOW-UP: How long did it take you to make the decision? How do you feel you handled it? What did you learn from this event?
81. In what ways have your present and prior positions prepared you to take on greater responsibilities?

82. Tell us about a project that really got you excited.

FOLLOW-UP: What happened to the project? How did it turn out? What problems arose? How were they handled?

83. How would you define a conducive work environment?

84. Have you ever had to raise the motivation and morale of a team?

FOLLOW-UP: Tell us about the situation.

85. What are some things you find difficult to do?

FOLLOW-UP: Why do you find these things difficult? Where and to whom did you turn for help?

How did you overcome the problem?

86. Think of a crisis situation where things got out of control at work. Why did it happen and what was your role in the chain of events?

87. When you have been in difficult and crisis situations, which of your skills did you recognize needed attention?

FOLLOW-UP: (If one is identified) Tell us about self-improvement efforts you are currently making in this area.

FOLLOW-UP: Tell us about a task you started and could not seem to finish.

88. Have you ever represented a group of employees?

89. What sorts of problems have you seen in a growing business?

90. What were the essential elements of a business plan you helped write?

91. What kinds of decisions are most difficult for you?

92. What rules and processes do you follow when making decisions?

Personal

93. What things cause you stress?

94. What parts of your job are you either physically or mentally likely to take home with you?

95. Describe yourself in one word.

96. What are your long-range plans? Where do you see yourself in seven or eight years?

97. How do you think present or past coworkers would describe you?

98. How do you think your present or most recent supervisor would describe you?

99. What does a “people person” mean to you? Describe one. Are others likely to consider *you* a people person?

100. What are your interests (hobbies) outside of the workplace?

Miscellaneous

101. Describe what you consider to be a successful career.

102. How long should a person stay in the same job?

FOLLOW-UP: Some people feel that spending too long doing the same job demonstrates a lack of initiative. How do you feel about that?

103. Is there anything about yourself that you would like to bring to our attention?

104. Is there anything you would like to ask us about the position? [Write question(s) below.]