

## Sample Interview Questions

1. Please walk me through your resume. Highlight your responsibilities, accomplishments, and factors driving your job transitions (movement from one job to the next).
2. What is the ideal job for you in terms of work environment, type of work, conditions, etc.?
3. What are your specific career goals? Where do you see yourself in 5 years?
4. What do you think it takes to be successful in this career or job? How have you demonstrated these skills and characteristics in past jobs? Please provide examples.
5. What are your greatest strengths? How would you market these to me or another prospective employer?
6. What areas do you need to improve, and what techniques or tools are you employing to do so?
7. Which of your past jobs was your favorite and why? What drives you to perform your best?
8. For what kind of supervisor or manager do you work best? Provide examples.
9. Give two examples of things you've done in previous jobs that demonstrate your willingness to work hard.
10. What has been your most rewarding accomplishment?
11. What is the most compelling reason we should hire you? What degree of training do you feel you will require?
12. Describe a time when you had to make a difficult decision that impacted your personal and professional life.
13. How would you evaluate your ability to (provide examples):
  - Work in a team setting
  - Lead a team
  - Deal with conflict
  - Deal with crises or high-pressure situations
  - Be resourceful
  - Be creative
  - Manage time efficiently



- Make decisions
- Communicate in writing
- Speak, present, or communicate verbally
- Solve problems, use good judgment

14. Please provide an example of when and how you handled the following:

- Played a key role in resolving a crisis or conflict
- Went beyond expectation/demonstrated initiative and willingness to work
- Handled the toughest challenge you have ever faced
- Used persuasion to convince someone to see things your way
- Thought on your feet in a difficult situation
- Used good judgment and logic in solving a problem
- Worked with a wide variety of people, situations, and environments
- Used your written communication skills to make an impact
- Conformed to a policy or decision with which you did not agree
- Approached an important assignment
- Set and reached an important goal
- Dealt with a difficult boss or colleague or customer
- Had to get help or assistance on a project or assignment
- Worked through a compromise

15. Tell me what you know about our company. Why did you decide to seek a position in this company?

16. Be prepared to express your desires/conditions for the following:

- Schedule
- Travel
- Start date
- Salary
- Benefits