

INTERVIEW QUESTIONS BY CATEGORY

QUESTIONS INTERVIEWER COULD ASK:

COMMONLY ASKED GENERAL QUESTIONS

- Tell me about yourself....
- Your favorite class and your least favorite one?
- What did you like most doing in your internship and the least you like doing?
- Why did you choose your major?
- Why did you leave your last job?
- What are your strengths?
- What are your weaknesses?
- What is your work/management style?
- What are your future career plans?
- Why are you interested in our company?
- How did you get along with your last manager?
- How would your peers/subordinates/manager describe you?
- What are your salary requirements?

ATTENTION TO DETAILS

- Tell me how you control your errors at work
- Tell me about a time you have found errors in your work (or your peers work, or boss' work). What did you do and what happened?
- Describe a situation that you had to pay close attention to details.
- What kinds of measure have you taken to make sure that all steps are completed in a task or project?
- How have you prevented items from slipping through the cracks at times when you've had to do a lot in a short period of time?

ANALYSIS

- Tell me about a situation where you had to research and analyze an issue and then come up with a decision.
- Walk me through a situation you had to ask a lot of questions and input in order to get sufficient information.
- What sources of information do you use to stay aware of problems in your area?
- What kind of analyses do you perform?
- What kind of information do you use to solve problems?
- Tell me about financial information that you've had to interpret (analyze/resolve/find solutions).
- Have you ever had to review proposals submitted by vendors, subordinates, boss or peers?
- Tell me about a time you had to review detailed reports to find a problem and identify a solution.

GENERAL QUESTIONS (MIX OF DIMENSIONS)

- Describe a project that best exemplifies your analytic skills.
- In what ways did you disagree with your last company?
- What is your current greatest weakness?
- We are looking at several candidates. What makes you unique?
- Tell me about the planning processes that you have found most useful.
- Looking back at college, what were your greatest challenges?
- Why did you select the school/college/university you attended?
- Why have you been successful in this profession?
- What is the most important lesson you have learned in your life?
- What causes pressure or stress for you?
- How does your prior experience support this position?

INTERVIEW QUESTIONS BY CATEGORY

- Describe situations where:
 - your work was criticized;
 - your ideas were criticized;
 - your style or personality was criticized.
- Can you give me an example of a time when you sought the advice of others?
- How has your work contributed to the overall function of your department and mission of the company?
- How does your experience to date qualify you for this position?
- What has been your greatest life achievement?
- Describe your three greatest strengths.
- Describe your three most significant accomplishments.
- How have you successfully worked with difficult people?
- Tell me about a time you failed and the impact it had on you.

COMMUNICATION

- How do you rate yourself as a presenter?
- How might you improve your communication skills?
- Cite examples of accomplishments where you have been an excellent communicator.
- How do you keep subordinates, colleagues, bosses, and clients informed?
- Give me an example of putting your foot in your mouth professionally.
- Do you communicate most by phone, voice mail, memo, or face-to-face?

CHANGE MANAGEMENT & ADAPTABILITY

- Why do you feel you can help/change our organization?
- Do you take calculated risks?
- Tell me why you made each change in your career.
- How do you cope with change?
- What has been your experience with downsizing, restructuring, or expansion?

TEAMWORK

- What difficulties do you experience in getting along with others?
- What kinds of people do you like to work with?
- How have you changed since high school?
- Who is the best subordinate you have worked with and why? Who was the worst and why?
- Tell me why you would be a good team player.
- Describe the kind of individuals who are difficult for you to work with.
- How would you rate your effectiveness in relating to others? Do you feel it is a natural talent for you?
- What causes you to be short fused or impatient with others?
- What challenges do you face getting along with others?
- What personal characteristics are necessary for success?
- How would your last boss describe you?
- Describe your personality.
- Describe your overall relationship with most bosses you have worked with.
- Describe your personal style, work style, management style.
- Who was the best colleague you have worked with and why? Who was the worst?
- What makes you effective in small groups?
- We are not sure about how you will fit into our organization. Tell us about your personality, style, and interests.
- How do you handle conflict with others?

INTERVIEW QUESTIONS BY CATEGORY

JUDGEMENT

- How have you resolved conflict with your boss (and peers)?
- What decisions are most difficult for you?
- What decisions have you made that turned out to be a mistake?
- What kinds of decisions or recommendations have you been called on to make?
- Tell me about your most difficult decision.
- How have you improved your decision-making ability over the years?
- What kinds of decisions are easy to make? Which are the most difficult?
- What are some of the things you and your boss disagreed on? How did you handle it?
- Tell me about the best recommendation you have made to your boss.
- How would you structure (or make improvements to) this job? Base recommendations on past history.
- Tell me about a decision you made that turned out wrong (and one that turned out right).

LEADERSHIP & DELEGATION

- Describe your biggest leadership challenge.
- How would your subordinates describe your performance standards?
- Do you manage closely or with a loose rein?
- What have your experiences been with terminating or removing subordinates?
- How do you get the best performance from an employee?
- What interferes with your management effectiveness?
- How would your boss describe your standards of performance?
- How would your subordinates describe your experience in delegation?
- Explain your role as a team leader, team member, and team player.
- What aspects of your last job did you consider most crucial?
- What are some things your boss or supervisor did that you did not agree with his/her leadership style?
- What kinds of leadership roles have you held?
- How did your boss rate your performance?
- How could your boss have done a better job?
- What could management have done in the past to help you function more effectively?
- What would you do if a subordinate were always late?
- How would you handle two direct reports that were arguing?
- How would you handle an employee cheating on an expense account?
- How would you handle laying off a top performer in the company?
- What style of leadership did your last company support?
- Describe the role of a manager.
- How do you elevate the performance of a subordinate?
- When your boss puts extreme pressure on you how do you generally respond?
- How has your management style changed over your career?
- How do you distinguish management skills from leadership skills?
- How have you handled subordinates' poor decisions?

WORK STANDARDS

- In your positions, how have you describe a good job?
- Tell me about a time when your results were not up to your boss's expectations? When they were or exceeded boss's expectations?
- Tell me about a time that you were not (and were) satisfied with your expectations?
- Have you ever sacrificed quality for time (to meet schedule)?
- Tell me about a time you were not satisfied with the performance of your peers? How did you handle it?
- Tell me about a time that you missed a deadline?

INTERVIEW QUESTIONS BY CATEGORY

- What are the most important contributions you have made to your department?
- Describe your standards of performance.
- Describe the ideal boss.
- What are the key indicators of exemplary performance in your area?

MOTIVATIONAL FIT

- What are the 3 most important things to you in a new position?
- How did you get your last job?
- What are the pluses and minuses of your last job?
- Why have you changed jobs so frequently?
- Why do you want to get into the _____ field?
- What has been your toughest professional challenge?
- What professional experience has been most valuable to you?
- What event has had the greatest influence on your career?
- How long a period of time would you commit to the company?
- What has brought you here today?
- What have you learned from the jobs you have held?
- What have you done during this period of unemployment?
- Do you feel the progress you've made in your career is indicative of your ability?
- What special recognition have you received over your career?
- What other positions are you looking at and what about each is appealing?
- Tell me why you made each change in your career.
- How did your boss get the best out of you?
- Are you willing to go wherever a company might send you?
- Why should I consider a candidate from outside the company?
- What else should I know about you?
- If your credibility were questioned, how would you react?
- What has been your experience with recruiting, interviewing, selection and hiring?
- Why should we hire you?
- How have personal business, family, and health limited your contribution or effectiveness as an employee?
- What can you do for us?
- What is the least relevant position (to the current opportunity) you have ever held?
- Describe your perception of the responsibilities of a _____?
- What aspects of your last job did you consider most crucial?
- Describe yourself.
- If you were in our shoes, what kind of person would you select for the job?
- What is your greatest weakness with respect to this position?
- What will this position offer you that others have not?
- What do people criticize about you? Are their concerns valid?
- What is your understanding of our company's products, services, revenues, problems, people, image and history?
- What special recognition have you received over your career?
- What have you liked best about your most current company?
- How do your partner and/or children impact your career considerations?
- If you had an open choice of career and companies, where would you go?
- What is your present situation?
- Who had the most influence on your career?
- What did you like least in your last position?

INTERVIEW QUESTIONS BY CATEGORY

- Why do you want to work here?
- Are you presently geographically mobile? In the future?
- What was morale like at your last company?
- Would you prefer a start-up or a more mature company? Why?
- What is the worst thing you have heard about our company?
- What is least appealing about this position?
- What are your expectations of a new company?
- What is most appealing in this position?
- What was it like working at your last company?
- Do you prefer to work for a small, medium or large company? Why?
- Can you take instructions without feeling defensive, hurt or upset?
- How do you show initiative?
- Tell me about your energy level—describe a typical day.
- How do you respond to pressure in the workplace?
- How do you feel you could contribute to the company?
- Do you prefer working alone or with others?
- What have you done that shows your initiative?
- In your last job, what percentage of time did you work alone? Work with others? Work as a team? Where did you find your greatest satisfaction?
- How do you feel about evening or weekend work?
- How do you feel about a job that requires a great deal of paperwork and report writing?
- What hours are you accustomed to working?
- Do you prefer working under pressure or with adequate time to plan, organize, and execute?
- What makes you effective in large groups?

SALARY

- What were you making at your last job?
- What has been your salary history?
- What would be an adequate reward for your efforts?
- Have you ever been refused a salary increase?
- What are your financial needs?
- What is the minimum salary you would accept?
- Assuming we make you an offer, what do you see as your future?
- How do you feel about leaving the benefits at your old company?
- Have you ever had financial difficulties?
- What is more important - money or the job itself? Why?

INTERVIEW QUESTIONS BY CATEGORY

QUESTIONS THE INTERVIEWEE COULD ASK:

HUMAN RESOURCES

1. How would you describe the position?
2. To whom does the position report?
3. What can you tell me about him/her?
4. How might you describe his/her management style?
5. Describe the organization's structure.
6. How would you describe the culture?
7. How did this opening occur?
8. Have you offered this position to any internal candidates and what is their status?
9. How long has the position been vacant?
10. How does this position interact with other departments?
11. What is the organization's mission?
12. What can I expect the next step in this process to be?

HIRING MANAGER

1. How would you describe your management style?
2. Why is the position vacant?
3. *How long has the position been vacant?
4. What do you see as the biggest challenge for this position?
5. What are your 60-/90-/120-day goals for this position?
6. What are the specific responsibilities/goals of this position?
7. *How is performance evaluated?
8. *What specific skills/experience are you looking for?
9. What would you expect the first assignment to be?
10. How would you describe a "typical day" in this position?
11. *How does this position interact with other departments?
12. *How long have you been with the organization?
13. *What other roles have you had with the organization?
14. What is your vision for this department/division?
15. How can I be most successful in this role?
16. What can I expect the next step in this process to be?
17. Questions specific to company and industry (do research).

*These questions can also be asked of colleagues/peers

COLLEAGUES/PEERS

1. What is it like to work here?
2. Describe your job/role here.
3. Describe how work gets done here. As a team? As independent contributors?
4. How are decisions made?
5. How will this position impact you? Your group/department?
6. How would you describe the organization culture?
7. What types of issues does the supervisor consider critical?
8. What do you enjoy most about your job? Least?
9. How long have you been with the company?