

I. Time Management

Suppose you are in a situation where deadlines and priorities change frequently and rapidly. How would you handle it?

It's 4:30 on a Friday afternoon. Your supervisor gives you an assignment that needs to be finished by 8:00 Monday morning. You have already made plans to be away the entire weekend. What would you do?

II. Handling Stress

Give an example of a time when you were trying to meet a deadline, you were interrupted, and did not make the deadline. How did you respond?

Describe what you would classify as a crisis.

How do you know when you are stressed? What do you do to de-stress?

III. Team

You are a committee member and disagree with a point or decision. How will you respond?

If someone asked you for assistance with a matter that is outside the parameters of your job description, what would you do?

Tell me about a time when you were a part of a great team. What was your part in making the team effective?

Give me an example of a time when you had to deal with a difficult co-worker. How did you handle the situation?

How do you think your co-workers would respond if you were absent from work?

Describe a time when you performed a task outside your perceived responsibilities. What was the task? Why did you perceive it to be outside your responsibilities? What was the outcome?

If you observed a co-worker who made inappropriate sexual or racial remarks to another employee, and it was obvious to you that the situation was creating an uncomfortable environment, what would you do?

What kind of people do you find it most difficult to work with? For example, assume you are in a situation where you have to deal with a person very different from yourself and you are finding it difficult. What would you do?

Describe a difficult time you have had dealing with an employee, customer, or co-worker. Why was it difficult? How did you handle it? What was the outcome?

IV. Confidentiality

Suppose your supervisor asked you to get information for them that you know is confidential and he/she should not have access to. What would you do?

V. Goals

Tell me about a personal or career goal that you have accomplished and why that was important to you.

What strengths did you rely on in your last position to make you successful in your work?

What do you do when you know you are right and your boss disagrees with you? Give me an example of when this has happened in your career.

Tell me about a situation you wish that you had handled differently based on the outcome. What was the situation? What would you change (or will you change) when faced with a similar situation?

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

VI. Interpersonal

What are your strengths?

What would your last boss say about you?

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

If I asked your previous/current co-workers about you what would they say?

Describe what you see as your strengths related to this job/position. Describe what you see as your weaknesses related to this job/position.

Explain the phrase “work ethic” and describe yours.

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

How would your co-workers describe your work style/habits?

What do you do when others resist or reject your ideas or actions?

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

Under what kinds of conditions do you learn best?

How would your past employers describe your response to hectic or stressful situations?

How would your co-workers describe your work style or work habits?

If I asked several of your co-workers about your greatest strength as a team member, what would they tell me?

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?

VII. Creative Thinking

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?

VIII. General

Could you share with us a recent accomplishment of which you are most proud?

What would you have liked to do more of in your last position? What held you back?

Tell us a bit about your work background, and then give us a description of how you think it relates to our current opening.

What are your qualifications in your area of expertise, i.e., what skills do you have that make you the best candidate for this position? Include any special training you have had (on-the-job, college, continuing education, seminars, reading, etc.) and related work experience.

Why have you applied for this position?

What skill set do you think you would bring to this position?

Tell me about your present or last job. Why did you choose it? Why did you/do you want to leave?

What was your primary contribution/achievement? Biggest challenge?

In what areas would you like to develop further? What are your plans to do that?

What are some positive aspects of your last employment/employer? What are some negative aspects?

What are your career path interests?

What do you know about our company?

Why should we hire YOU?

If you were offered this position, when would you be available to start?

After learning about this opportunity, what made you take the next step and apply for the job?

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

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

What questions would you like to ask me?

Describe what you would say if asked to talk about yourself in a group of 15 people.

If someone told you that you had made an error, describe how you would react and what you would say in your defense.

You are angry about an unfair decision. How do you react?

Can you tell me about a time during your previous employment when you suggested a better way to perform a process?