

50 Commonly Asked Interview Questions

<ol style="list-style-type: none"> 1. Tell me about yourself. 2. What do you want to do with your life? 3. Do you have any work experience? 4. How would you describe your ideal job? 5. When and why did you decide on this career? 6. If I were to ask one of your professors to describe you, what would he or she say? 7. What are your (long/short term) career goals? 8. How do you plan to achieve these goals? 9. How do you evaluate success? 10. Describe a situation in which you were successful. 11. What do you think it takes to be successful in this career? 12. What accomplishments have given you the most satisfaction in your life? 13. If you had to live your life over again, what would you change? 14. Would you rather work with information or with people? 15. How do you approach team work? 16. What motivates you? 17. Why should I hire you? 18. Tell me about some of your recent goals and what you did to achieve them. 19. Where do you want to be five / ten years from now? 20. How do you handle conflict? 21. Have you ever had a conflict with a boss or professor? How did you resolve it? 22. What major problem have you had to deal with recently? 23. How do you handle pressure? 24. What is your greatest strength? 25. What is your greatest weakness? 	<ol style="list-style-type: none"> 26. Why did you choose to attend your college? 27. How has your education prepared you for your career? 28. What were your favorite classes? Why? 29. Who were your favorite professors? Why? 30. Does your GPA reflect your knowledge and abilities? 31. Do you have any plans for further education? 32. How much training do you think you will need to become a productive employer? 33. What qualities do you feel a successful manager should have? 34. Why do you want to work in the _____ industry? 35. What do you know about our company? 36. Why are you interested in our company? 37. Do you have any location preferences? 38. Will you relocate? In the future? 39. Are you willing to travel? How much? 40. What kind of salary are you looking for? 41. Why should we hire you? 42. Why do you want to work for us? 43. How did you learn about us? 44. What are some of the things in a job that are important to you, and why? 45. What is the biggest risk you have taken in your life? 46. What do you consider to be your three greatest accomplishments? 47. Describe your worst boss or professor. 48. Do you prefer to work in teams or alone? Why? 49. What will your manager say when you give notice that you are leaving? 50. Do you have any questions for us?
--	---

Questions to Ask *Ask questions that demonstrate your interest in the needs of the employer*

<ol style="list-style-type: none"> 1. Six months from now, how would you know you hired the right person? 2. What are the three most important attributes for success in this position? 3. Describe the culture of the organization/department 4. What are some of the projects I will be working on? 	<ol style="list-style-type: none"> 5. What are some of the challenges with this position? 6. What is the anticipated company growth rate over the next 3 years? 7. What are the opportunities for growth and advancement? 8. What do you like most about working for this company? 9. When can I expect to hear from you regarding your hiring decision?
---	---

Illegal Interview Questions

<ul style="list-style-type: none"> • Impairments or disabilities irrelevant to the position • Mental health issues 	<ul style="list-style-type: none"> • Age/date of birth • Marital status 	<ul style="list-style-type: none"> • Parental status • Arrest history 	<ul style="list-style-type: none"> • National origin • Religion
--	---	---	---

40 Behavioral Interview Questions

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way. 2. Give me an example of a time when you set a goal and were able to meet or achieve it. 3. Tell us about a time when you had a conflict with a co-worker or supervisor and how you successfully resolved it. 4. Describe projects you have delivered on time. 5. Describe how you prioritize projects to ensure completion. 6. Describe a project that was late and how your efforts brought it back under control. 7. Describe your thought process on determining if a risk is worth taking. 8. Describe a situation where you were not supported, but took a risk anyway. 9. Characterize how you involve others in decision making and why. 10. Describe a situation where you took "hits" because of your desire to finish a task. 11. Describe your prominent style with others. 12. Describe a situation where you disagreed with someone and what you did to ease the tension. 13. Describe how you deal with unexpected work assignments and how you manage to achieve the desired results. 14. How many hours a day do you put into your work? What were your study patterns at school? 15. Tell us about the last time that you undertook a project that demanded a lot of initiative. 16. Give a specific example of a time when you had to address an angry customer. What was the problem and what was the outcome? How would you assess your role in diffusing the situation? 17. Tell us about a time when you demonstrated too much initiative? 18. Describe a situation where you felt you had not communicated well. How did you correct the situation? 19. Tell us about a recent successful experience in making a speech or presentation. How did you prepare? What obstacles did you face? How did you handle them? 20. What was the most useful criticism you ever received? | <ol style="list-style-type: none"> 21. Tell us about a time when you had difficulty learning something? How did you handle that situation? 22. Tell us about a time when you took responsibility for an error and were held personally accountable. 23. Everyone has made some poor decisions or has done something that just did not turn out right. Has this happened to you? What happened? 24. Tell us about setbacks you have faced. How did you deal with them? 25. How quickly do you make decisions? Give an example. 26. What was your most difficult decision in the last 6 months? What made it difficult? 27. Describe a situation in which you had to arrive at a compromise or help others to compromise. What was your role? What steps did you take? What was the end result? 28. Tell us about a difficult experience you had in working with details. 29. What are some of the major decisions you have made over the past (6, 12, 18) months? 30. What kinds of decisions are most difficult for you? Describe one? 31. How have you adjusted your style when it was not meeting the objectives and/or people were not responding correctly? 32. What sorts of things did you do at school that were beyond expectations? 33. Tell us about the most difficult or frustrating individual that you've ever had to work with, and how you managed to work with them. 34. What have you done in the past to contribute toward a teamwork environment? 35. Describe a situation when you demonstrated initiative and took action without waiting for direction. What was the outcome? 36. Give examples of how you have acted with integrity in your job/work relationship. 37. Give an example of a time when you made a mistake because you did not listen well to what someone had to say. 38. Give me an example of a project that best describes your organizational skills. 39. Tell us about a time that you successfully adapted to a culturally different environment. 40. Tell us about a time when you had to present complex information. How did you ensure that the other person understood? |
|--|---|

STAR Technique for Behavioral Interviews

- **S**ituation or **T**ask
 - Describe the situation that you were in or the task that you needed to accomplish. You must describe a specific event or situation, giving enough detail for the interviewer to understand.
- **A**ction you took
 - Describe the action you took and be sure to keep the focus on you.
- **R**esults you achieved
 - What happened? How did the event end? What did you accomplish? What did you learn?