

TRADITIONAL INTERVIEW QUESTIONS

There is no way to prepare for every possible question. Just remember to look at the job description – that will help you make educated guesses about the type of information they want to hear.

- Tell me about yourself.
- What is it about this position that interests you?
- What made you choose _____ as a major?
- Why did you choose to study at Neumann University?
- How has your college prepared you for this job?
- What do you know about our company?
- What are your strengths and weaknesses?
- Why should we hire you?
- Why do you want to work for our organization?
- Tell me about your coursework. What courses did you like the best? Least? Why?
- Where do you see yourself five years from now?
- Do you prefer to work alone or as part of a team?
- What has been your best achievement? Why?
- What motivates you to put forth your best effort?
- How do your skills relate to our needs?
- What do you think it takes to be successful in a position like this?
- How do you handle stress?
- What makes you think you can do this job?
- How would your friends describe you?
- Describe the relationship that should exist between a supervisor and employee.
- What are your career goals?
- What have you learned from your participation in co-curricular activities?
- What are your long range and short-range goals?
- How would you describe yourself?
- Do you have any plans for continuing education?
- Explain what you found to be the most valuable part of your education.
- What qualities should a successful manager or supervisor have?
- What qualifications do you have that make you the most successful candidate?
- What part-time or summer jobs have you found interesting?

BEHAVIORAL INTERVIEW QUESTIONS

- Tell me about a time when you were highly motivated and your example inspired others.
- Describe a situation when an employer asked you to change the way you did your work. How did you react?
- Describe an example of a mistake you have made. How did you apply this experience to future situations?
- Tell me about a time you persuaded someone to do things your way.
- Tell me about a time when a calculated risk you took paid off. What were the benefits of your decision?

- Tell me about a time you saw a better way to do something. What did you do? How did you communicate your ideas?
- Tell me about a time you had to accomplish a task with no direct supervision. How did you organize your time? How did you motivate yourself?
- Tell me about a time when an employee, peer or boss came to you with a new idea that you knew would not work. How did you know, and what was your response?
- Tell me about a time when you took action to improve the quality of your work. What specifically did you do?
- Tell me about a time you were especially creative.
- Tell me about a time when you knew an extremely busy week was ahead. How did you plan for it?
- Tell me about a time when you had to look for external resources to get a job done. Where did you turn for assistance?
- Tell me about a situation where you were following a process that you did not agree with. What bothered you, and how would you have changed it?
- Describe a time when you recognized a problem in the way your group was doing work. How did you help correct it?
- Tell me about a time when you had difficulty reaching a goal due to poor planning. What do you think you could have done differently?
- Describe a time when you were working on a project and your boss asked you to change the way you were proceeding, yet you did not agree with him/her. How did you react?
- Tell me about a time you had a conflict with someone – a roommate, professor, co-worker, etc. – and how you handled it.
- Describe a project or idea that was a success primarily because of your efforts.
- Tell me about a large project that you had to plan for work or school. What did you do?
- Tell me about a time when you had several tasks to complete in a limited timeframe.
- Tell me about a time when you went above the call of duty in order to complete a project.
- Describe a time when you faced a stressful situation and had to demonstrate your coping skills.
- Give an example of an important goal that you achieved. Tell me about your path in reaching this goal.
- Describe an effective presentation that you have made. What was the topic? What made it effective? What was the outcome?
- Describe the most creative project that you have carried out.
- Tell me about a time when you were in a situation when events and circumstances changed rapidly.
- Tell me about a time when you had to deal with a personality conflict.

SAMPLE QUESTIONS FOR CANDIDATES TO ASK

Most interviewers will ask you if you have any questions for them. Asking questions shows that you are interested in the position; conversely, not asking questions shows an employer that you are uninterested.

Below are some ideas of questions you might ask—of course, you do not want to ask all of them. You might choose some that are of particular interest, or ask some of your own.

- Tell me about your career path, specifically within this organization
- How would you describe the company culture?
- How would you describe your supervisory style?
- What skills do you see as being the most important for success in this job?
- What professional development or training opportunities are available for employees?
- Are performance evaluations given? If so, how often?
- Can you describe the goals of this position within the first 90 days of employment?
- Are there additional expectations you have, beyond what you outlined in the job description?
- What kind of training do you provide for new employees?
- What does an individual need in order to be successful in this organization?
- Can you describe a typical first year on the job?
- When can I expect to hear from you?