

# **SAMPLE INTERVIEW QUESTIONS**

## **LEARN TO READ 2007**

- Can you tell me a little about yourself?
- What made you apply for this position?
- How many years of experience do you have in \_\_\_\_\_?
- What are the top duties you perform in your current position?
- Why are you considering leaving your current position?
- What do you know about this company/position?
- what is the most important thing you're looking for in a company/job?
- What is the most significant accomplishment you have made in your career?
- How well do you handle stress?
- What is your greatest weakness/strength?
- How would you rate your communication skills?
- What do you see yourself in five years?
- When would you be available?
- What's your salary expectation?
- Do you have any questions?

In any job interview, the questions that the interviewers ask can break down into four main types:

1. Are you interested in the job?

What led you to apply for a position in this industry?  
Why is that you have decided to make this industry your career?  
What particular aspect of the company interests you most?

2. Can you do the job?

What are your key skills?  
What are your strengths?  
What are your weaknesses?  
Can you work well under pressure?  
How does your experience related to this job?

3. Will you fit in the organization?

Tell me about your past relationship with coworkers.  
How will you be able to cope with a change environment?  
What would your friends tell me about you?  
What type of management style do you think is the most effective?

4: Do you have the motivation?

Why do you want to work here?  
Tell me what you know about this company?  
Why are you leaving your current job?  
What do you see yourself in five years?

**Why are you considering leaving your present job?**

A. Regardless of the reason, do not bad mouth your current employer. Negativism will always hurt you. Good answers include: "There is no room for growth at my current employer. I am looking for a company with long term growth opportunities". "Due to a company restructuring, my entire department is relocating to Florida. I was give the option of moving, but do not wish to relocate". "My current company is not doing well, and has been laying off employees. There is no job security there, and more layoffs are expected".

**Q. What are your goals for the future?**

A. "My long term goals are to find a company where I can grow, continue to learn, take on increasing responsibilities, and be a positive contributor".

**Q. How do you handle stress and pressure?**

A. "I find that I work better under pressure, and I enjoy working in an environment that is challenging." "I am the type of person that diffuses stress. I am used to working in a demanding environment with deadlines, and enjoy the challenges."

**Q. What do you know about our company?**

A. This question is used to see if you have prepared for the interview. Candidates that have researched the company are more appealing. Companies like prepared, organized candidates.

**Q. We have met several candidates. Why are you the one we should hire?**

A. Give definite examples of your skills and accomplishments. Be positive, and emphasize how your background matches the job description.

**Q. What are your greatest strengths?**

A. Be positive and honest. "My greatest strength is maximizing the efficiency of my staff. I have successfully lead numerous teams on difficult projects. I have an excellent ability to identify and maximize each of my staffs strengths." Give examples.

**Q. Tell me about your greatest weakness?**

A. It is very important to give a strength that compensates for your weakness. Make your weakness into a positive. "I consider myself a 'big picture' person. I sometimes skip the small details. For this reason, I always have someone on my team that is very detail oriented." Another good answer: "Sometimes, I get so excited and caught up in my work that I forget that my family life should be my number one priority."

Hopefully this interview question list will help you. It is important to customize the answers for your specific background and experience.

Now that we have gone over the tough interview questions and answers, you need to be aware of **important resources** that can make your job search easier and more thorough.

1. Tell me about yourself.
2. What do you want to do with your life?
3. Do you have any actual work experience?
4. How would you describe your ideal job?
5. Why did you choose this career?

6. When did you decide on this career?
7. What goals do you have in your career?
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. Are you a team player?
16. What motivates you?
17. Why should I hire you?
18. Are you a goal-oriented person?
19. Tell me about some of your recent goals and what you did to achieve them.
20. What are your short-term goals?
21. What is your long-range objective?
22. What do you see yourself doing five years from now?
23. Where do you want to be ten years from now?
24. Do you handle conflict well?
25. Have you ever had a conflict with a boss or professor? How did you resolve it?
26. What major problem have you had to deal with recently?
27. Do you handle pressure well?
28. What is your greatest strength?
29. What is your greatest weakness?
30. If I were to ask one of your professors to describe you, what would he or she say?
31. Why did you choose to attend your college?
32. What changes would you make at your college?
33. How has your education prepared you for your career?
34. What were your favorite classes? Why?
35. Do you enjoy doing independent research?
36. Who were your favorite professors? Why?
37. Why is your GPA not higher?
38. Do you have any plans for further education?
39. How much training do you think you'll need to become a productive employee?
40. What qualities do you feel a successful manager should have?
41. Why do you want to work in the \_\_\_\_\_ industry?
42. What do you know about our company?
43. Why are you interested in our company?
44. Do you have any location preferences?
45. How familiar are you with the community that we're located in?
46. Will you relocate? In the future?
47. Are you willing to travel? How much?
48. Is money important to you?
49. How much money do you need to make to be happy?
50. What kind of salary are you looking for?

# *Sample Interview Questions*

## **Telephone Interview Questions**

1. In your career, what have you done that you are the most proud of?
2. What are the specific skill sets that you would bring to this job?
3. What do you think is the biggest challenge facing \_\_\_\_\_ today?
4. What must an organization provide in order for you to do your best?
5. If you could change one thing in your last job (or present job), what would it be?
6. If I were to speak to your co-workers, what would they say about you?
7. Why should I consider you for this position?

## **Face-to-face interview questions**

1. Describe how you first became interested in \_\_\_\_\_ (whatever field of work).
2. Give me an example of some goals you've had and how you achieved them.
3. Tell me about one of the toughest groups with which you've had to work. What made the group tough? What did you do?
4. What are the biggest decisions you've made in the past year on the job? Tell me how you made them.
5. Give me an example of a time you disagreed with a directive given by your supervisor. What happened?
6. What gives you greatest joy in your work and why?
7. Describe a risk you took in a job. What was the result?
8. Tell me about a time in which your work was criticized. What happened? How did you respond?
9. What has been your greatest frustration or disappointment in your present job? Why?
10. What approaches do you use in talking with people who have very different personalities or work styles than your own?
11. What makes you angry in the workplace?
12. How would you set priorities for this position? How would you spend your first six months?
13. What do you expect from ACU as your employer?