

# Sample Interview Questions

## Company Knowledge

***What do you know about this organization and the position for which I am interviewing you?***

This question is one reason to do some research on the organization before the interview.

***What skills, experience, and training do you have that make you qualified for the job?***

Speak about specifics that relate to the position you are applying for.

***Why do you want to work for this organization?***

This may take some thought and certainly, should be based on the research you have done on the organization's mission and vision. Know what you want in a company, and be sincere about your desires. Relate it to your long-term career goals.

***Why should we hire you?***

Point out how your assets meet the organization's needs. Do not mention any other candidates to make a comparison.

## Employment History & Career Questions

***Why did you leave your last job?***

Stay positive regardless of the circumstances.

***Have you ever been asked to leave a position?***

If you have not, say no. If you have, be honest, brief, and avoid saying negative things about the people or organization involved.

***Where do you expect to be in your career within five years? Ten years?***

This gives the employer an idea of company loyalty, and your motivation level. Do not set your goals too high as it will give the employer the idea that you may be dissatisfied in the short run.

***Tell me about your dream job.***

Stay away from a specific job. The best response is to stay generic and say something like: "A job where I love the work, like the people, can contribute to the organization, and can't wait to get to work each day."

***What have you done to improve your knowledge in the last year? What are your educational goals?***

Try to include improvement activities that relate to the job.

***What have you contributed to your past employers that saved company time, money, enhanced its image?***

This question is designed to see how you fit into a company's bottom line. Your response should be focused on your role in the company's success. It is not about what the company can do for you, but what you can do for the company.

***During your career, which position have you liked best? Why?***

This is a good question to reference the skills that you gained through a specific position.

## **Character Question**

***Tell me about yourself.***

The most often asked question in interviews. Limit it to work-related items unless instructed otherwise.

***If your coworkers were to evaluate you, what would they say? What would your boss say?***

Be prepared with a quote or two from co-workers. Either a specific statement or a paraphrase will work.

***In three words, how would your friends describe you?***

This gives you a good idea of how a person views themselves.

***Have you ever had to fire anyone? How did you feel about that?***

This is serious. When it comes to the organization versus the individual who has created a harmful situation, you will protect the organization

***What have you learned from your mistakes on the job?***

Here you have to come up with something or you strain credibility. Make it a small, well intentioned mistake with a positive lesson learned.

***What kind of person would you refuse to work with?***

Do not be trivial. It would take disloyalty to the organization, violence or lawbreaking to get you to object. Minor objections will label you as a whiner.

***Describe your work ethic.***

Emphasize benefits to the organization. Examples include: determination to get the job done, and work hard while enjoying your work.

***Tell me about the most fun you had on the job.***

Talk about having fun by accomplishing something for the organization.

## **Skills**

***Are you a team player? How are your people-management skills?***

Be sure to have examples ready. Specifics that show you often perform for the good of the team rather than for yourself is good evidence of your team attitude. Do not brag.

***Tell me about a time when you helped resolve a dispute between others.***

Pick a specific incident. Concentrate on your problem solving technique, not the dispute.

***What is your greatest strength? Weakness?***

Stay positive. A few good examples include: Your ability to prioritize, problem-solving skills, ability to work under pressure, professional expertise, leadership skills, or your positive attitude. For your weakness, make sure to stay positive and include what steps you take to correct the weakness.

***Tell me about a suggestion you have made in the work place.***

Have a good one ready. Be sure and use a suggestion that was accepted and was then considered successful. One related to the type of work applied for is a real plus.

***What irritates you about co-workers?***

This is a trap question. Think real hard but fail to come up with anything that irritates you. A short statement that you seem to get along with everyone is great.

***Tell me about your ability to work under pressure.***

You may say that you thrive under certain types of pressure. Give an example that relates to the type of position applied for.

***What motivates you? How do you best motivate others?***

This is a personal trait that only you can say; however, good examples include: Challenge, Achievement, and Recognition.

***What is your management style?***

This question gives insight into your interpersonal communication skills and will help to determine organizational fit.

***What experience do you have working with diverse groups of people?***

This can be related to your experience working with different personalities, genders, ethnicities, etc. Provide concrete experiences that show how you work through differences to achieve a common goal.

***How well do you communicate in writing and orally?***

Have in mind some specific examples that are relatable to the type of communication that you would be utilizing in the position for which you are applying.

## **Relocation & Job Expectations**

***What are your salary requirements?***

This is a loaded question; a nasty little game that you will probably lose if you answer first. So, do not answer it. Instead, say something like, "That's a tough question. Can you tell me the range for this position?" Then, give a wide range.

***Are you willing to work overtime? Nights? Weekends?***

This is up to you. Be completely honest.

***Are you willing to travel with this position? Would you be willing to relocate if required?***

You should be clear on this with your family prior to the interview. Do not say yes just to get the job if the real answer is no.

***How do you propose to compensate for your lack of experience?***

First, if you have experience that the interviewer doesn't know about, specify. Next, point out (if true) that you are a hard working quick learner.

***Are you willing to put the interests of the organization ahead of your own?***

This is a straight loyalty and dedication question. Do not worry about the deep ethical and philosophical implications. Just say yes.

## **Other**

### ***Do you have any questions for me?***

Always have questions prepared. Example: “What type of projects will I be able to assist on?” Have 5 questions ready in case some are answered during the interview; if none were answered, focus on your top three. You may consider asking the interviewer what unique aspect they enjoy about the company.

### ***What volunteer work do you or have you done in the past?***

This is a great question to allude to your personality and connect a trait you gained to the job for which you are applying. Find aspects of your personal development that relate to this specific job.

### ***What awards or honors have you received?***

Only discuss awards or honors that can lead to a skill that you would have gained. You want to focus on the bigger picture, here, in order to show how this benefitted your career goals.

### ***What do you do in your spare time?***

This question is asked to see what sort of work environment you prefer. The type of activities in which you partake often influence how motivated you will be to do your job effectively. If the activities are incredibly different from the job, then look for activities that *do* connect.