

Typical Interview Questions

Qualification Questions

Personal

- Tell me about yourself.
- What are your major strengths and weaknesses?
- What achievements from your past work experience are you most proud of?
- Why should I hire you?

Education

- How does your college education experience relate to this job?
- How did you select your major? Why?
- What was the most difficult aspect in obtaining a college degree?
- What were your favorite college courses? Least favorite? Why?

Work Experience

- What prior work experience have you had and how does it relate to this job?
- How would your past supervisors describe you?
- Why are you interested in this position?
- Walk me through your resume
- What skills have you acquired from your work experience?

Employer Knowledge

- Why are you pursuing this field?
- What other positions are you interviewing for?
- What do you know about our company?

Goals & Objectives

- What are your short and long-term goals?
- Please describe your ideal work setting.
- What are your career interests?
- What do you look for in a supervisor?
- What do you expect to be doing in 5 years?

Behavioral Questions

Interpersonal/Communication Skills

- Discuss a situation where you resolved conflict.
- How have you dealt with a co-worker or subordinate who was incompetent?
- Describe a time when you used persuasion to convince someone to see things your way.
- Describe a project or experience where you worked with a team.

Initiative & Leadership

- Give me an example of when you had to go above and beyond the call of duty to get a job done.
- Give an example that shows how you take initiative.
- Describe your leadership style.
- Tell me about a time when you had to take on a leadership role.

Planning & Organization

- How do you determine priorities in scheduling your time?
- Tell me about a time when you had too many things to do and how you prioritized your tasks.

Creativity & Innovation

- Describe the most creative project or presentation you've done.

Decision Making

- Give an example of a time you had to make a difficult decision.
- Describe a time when you had to defend your decision.
- What's the best example of how you think logically and use sound judgment?