

Sample Interview Questions

1. Who would give you your best reference and why?
2. Who would give you your worst reference and why?
3. What have you done to generate more income for your company?
4. What have you done to save costs for your company?
5. What have you done to save time by increasing work flow for your company?
6. What have you done that has caused you to stand out among your peers?
7. Walk me through your progression in your current job, leading to what you currently do now on a day-to-day basis.
8. Describe a problem you encountered at your current company / client department and how you solved it.
9. What are your short-term and long-term goals?
10. The three most important duties we want you to perform are , and
What experience have you had that would qualify you to perform these tasks?
11. What other background or experience have you had that would be useful to our company / client?
12. What personal goals did you set when you took on your last job?
13. How well did you accomplish them?

Questions Regarding Education

14. What were your favourite and least favourite subjects in college/university? Why?
15. How were your grades in your favourite and least favourite subjects?
16. What subjects did you do best in? Poorest in?
17. Why did you decide to go to university?
18. What was your degree in?
19. Why did you decide to attend?
20. What type of extracurricular activities did you participate in? Why did you select those?
21. What career plans did you have at the beginning of university?
22. What career plans did you have when you graduated college/university?
23. What did you gain by attending college/university?
24. If you had the opportunity to attend secondary school all over again, what, if anything, would you do differently? Why?
25. What elective courses did you take? Why?
26. How did secondary college/university prepare you for the “real world?”
27. Describe your studies in the area of (whatever field the job opening is in).
28. How do you feel your studies in the area of) have prepared you for this job opening?
29. When did you decide that you wanted to do a degree in ?
30. Who were your favourite and least favourite teachers in college/university? Why?
31. Describe your study habit in college/university.
32. Describe any part-time jobs you had while attending college/university.
33. Which of your part-time jobs did you find most/least interesting?
34. How did you spend your summers while attending college/university?
35. Why did you work while attending college/university?
36. What plans do you have, if any, to continue with education?
37. What did you find to be most difficult about working and attending college/university at the same time?
38. What advice would you give to someone who wanted to work and attend college/university simultaneously?

Questions Relating to Previous Experience and Other Work-Related Categories

39. Please describe your activities during a typical day on the job.
40. What is your description of the ideal manager? Subordinate? Co-worker?
41. What kind of people do you find it difficult/easy to work with? Why?
42. What did you like most/least about your last job?
43. What is your description of the ideal work environment?
44. What motivates you? Why?
45. What makes you an effective supervisor?
46. What is the greatest accomplishment of your career to date? Why?
47. Describe a situation at your last job involving pressure. How did you handle it?
48. What do you feel an employer owes an employee?
49. How do you feel about work-related travel?
50. Describe your past experience with work-related travel in terms of duration and frequency.
51. How do you feel about relocation? Are there any places where you would not be willing to relocate?
52. What were some of the duties of your last job that you found to be difficult?
53. How do you feel about the progress that you have made in your career to date?
54. What are some of the problems you encountered in your last job?
55. How does your present job differ from the one you had before it?
56. Of all the jobs you have had, which did you find the most / least rewarding?
57. In what ways do you feel your present job has prepared you to assume additional responsibilities?
58. What has been the most frustrating situation you have encountered in your career to date?
59. Why do you want to leave your present job?
60. How did you feel about the way in which your department / division was managed at your last job?
61. If I were to ask your supervisor to describe your work, what would they say?
62. What does the prospect of this job offer you that your last job did not?
63. What are you looking for in a company?
64. What immediate and long-term career goals have you set for yourself?
65. What would you like to avoid in future jobs?
66. What are your salary requirements?
67. Who or what has influenced you with regard to your career goals? In what way?
68. To what do you attribute your career success thus far?
69. What do you consider to be your greatest strength?
70. What are the areas in which you require improvement? How would you go about making these improvements?
71. How would you describe yourself as a manager? Subordinate? Co-worker?
72. What aspects of your work give you the greatest satisfaction?
73. How do you approach tasks that you dislike?
74. How do you manage your time?
75. What is your management style?
76. What did you learn from each of your previous jobs?
77. Please give me some examples of decisions you have made on the job. What were the ramifications of these decisions?
78. How do you go about making a decision?
79. How would you describe your delegation skills?
80. How would you describe your standards of performance, both for yourself and for subordinates?

81. How would you describe your relationship with your last supervisor?
82. Please give me an example of a project that did not turn out the way you planned. What happened?
83. Why are you applying for a position with our company?
84. Why did you go to work for your last employer?
85. What is your greatest responsibility at your present job?
86. Describe your progression at your last job.
87. What have past employers complimented/criticised you for?
88. What can you offer a new employer?
89. How does this opening fit in with your career objectives?
90. What types of work-related situations make you feel most comfortable/uneasy?

JOB SPECIFIC FOCUSED QUESTIONS

Sometimes you may want to gather information on one competency in particular that is critical for the job. For example if 'Group Management' is seen to be the most critical competency for the job then plan to ask a question, which specifically pulls for Group Management.

For example, ask each interviewee to:

"Tell me about a time when you managed a group to do something."

"Tell me about a time when you managed a group most effectively."

Alternatively:

Achievement Orientation

"Tell me about a time when you took a risk."

"Tell me about a time when a project you were doing just wasn't working out right."

"Tell me about a situation that seemed impossible, but in which you had to do something."

Initiative

"Tell me about a time when you saw an opportunity to do something."

Concern for Order / Quality

"Tell me about a time when a client or customer wasn't getting the service they deserved from you (or your work unit)."

"Describe a situation when you had to take steps to improve the quality or accuracy of information."

Directing Others

"Tell me how you dealt with assigning an unwelcome task."

"Tell me about a time when you had to deal with a difficult employee."

"Tell me about a time when you felt like a leader."

Organisational Awareness

"Describe a time when you had to deal with 'organisational politics'."

"Tell me about a time when you had to rely on your knowledge of organisation (internal or external), relationships and networks to get something done (or to gain information)."