

20 SAMPLE INTERVIEW QUESTIONS

1. Why are you changing jobs/looking for a job?	<i>Options include: greater opportunity, job elimination (whatever is true).</i>
2. Why are you interested in our company?	<i>Base the answer on your research and how your skills and experience fit the job description and/or company needs.</i>
3. Tell me about yourself.	<i>This is a 90-second “capsule” introduction that can include: education, work experience, personality, achievements, current situation, & plans for the future.</i>
4. Which managers have you found most difficult to work with, and why?	<i>Be diplomatic -find something positive to say about anyone you’ve worked with.</i>
5. What are your key strengths?	<i>Select ones that are appropriate for the job description and cite examples.</i>
6. What are your weaknesses?	<i>Offer only one, and emphasize what you learned/how you changed as a result. Turn a weakness into a strength.</i>
7. Give an example of a time when you did more than your job required.	<i>Say that for you, it’s rarely “business as usual” and offer an example.</i>
8. How long would it take you to make a meaningful contribution to our company?	<i>Based on your skills and experience, right away.</i>
9. Describe a situation where you faced a difficult problem and how you solved it.	<i>Recount an on-the-job situation that relates to the job description.</i>
10. How do you handle changing priorities?	<i>Give an example of your ability to be flexible and adaptable to changing priorities.</i>

11. Where do you want to be in 5 years?	<i>Focus on the job at hand; mention that you would anticipate growth in this position in the future.</i>
12. Describe your ideal work environment.	<i>Consider the factors that most satisfy you at work, selecting the ones that relate to the company and/or position.</i>
13. What kind of compensation are you looking for?	<i>Ask, "What is the salary range of this position?" If pressed, you can say, "Most recently, my compensation ranged between \$___ and \$___."</i>
14. Describe the circumstances under which you left your last position.	<i>Discuss briefly; your company reorganized and your position was eliminated; your company relocated and you chose not to move; or you had been considering a career change, and it seems like the right time to do it.</i>
15. What motivates you?	<i>Examples include: The satisfaction of meeting work challenges; working with teams; using your skills to contribute to the company's goals/bottom line.</i>
16. Give me an example of your creativity on the job.	<i>Define creativity (e.g., a new way of looking at things or accomplishing them); then give an example relevant to the job description.</i>
17. What makes you unique?	<i>List three things - skills or personal characteristics - that relate to the job.</i>
18. How do you learn best?	<i>Be authentic; for example, you learn best by doing, or by observing and putting what you observe into practice.</i>
19. How would you describe your leadership style?	<i>You can say that you instill enthusiasm in the team; that you lead by example.</i>
20. Why should we hire you?	<i>Relate skills, experience, background, and accomplishments that apply to the job for which you are interviewing.</i>