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| Sample Interview Questions |
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| Listed below are just a few examples of some of the questions that may be asked in an interview. By preparing and practicing answering these, you will be more confident and leave a lasting impression. |
| **Basic Interview Questions** | * Tell me about yourself.
* Why do you want this job?
* Why should I pick you over other candidates?
* What are your greatest strengths and weaknesses?
* Tell me about a difficult decision you made at your last position.
* What did you like most at your last job?
* What did you hate at your last job?
* Give me an example when you set a goal and how did you achieve that goal.
* Tell me about a time that you were part of a team and what your responsibility was.
* What are your strengths?
* What are your weaknesses?
* Where would you like to be in your career five years from now?
* Why are you interested in our company?
* Why did you leave your last position?
* Tell me what you know about our company.
* **VERY IMPORTANT**: Do you have any questions for me?
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| **Advanced Interview Questions** | * Give me an example of a time that you felt you went above and beyond the call of duty at work.
* In group dynamics, how do you handle someone who is not pulling their own weight?
* Tell me about a time when you had to give someone difficult feedback. How did you handle it?
* What is your biggest pet peeve?
* If I were your supervisor and asked you to do something that you disagreed with, what would you do?
* Everyone deals with conflict. Tell me about a time where you had to deal with conflict on your last job.
* If you found out your company was doing something against the law, like fraud, what would you do?
* Do you like change? How do you deal with change?
* Describe how you would handle a situation if you were required to finish multiple tasks by the end of the day, and there was no conceivable way that you could finish them.
* Tell me who was your best supervisor and why?
* Tell me who was your worst supervisor and why?
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| **More About You** | * If I were to ask your last supervisor what is one thing to change about you, what would they suggest?
* What do you see yourself doing within the first 30 days of this job?
* Describe your best working environment.
* What is your worst working environment?
* Give an example of an idea you've had or implemented that made a change in your last position.
* Give me three attributes that best describe you.
* Was there a person in your career who really made a difference? Why did this person make such an impact in your life?
* What are the qualities of a good leader? A bad leader?
* Do you think a leader should be feared or liked?
* How would you feel about working for someone who knows less than you?
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| **Sample Questions****to Ask**  | Asking thoughtful questions will set you apart from the competition. By asking questions you can also influence the flow of the interview.* The people who do well at your company: what skills and attributes do they usually have?
* What do you like best about working at \_\_\_\_\_?
* What are your expectations for this role during the first 30 days, 60 days?
* What happened to the person who had this job before?
* How do I compare with the other candidates you’ve interviewed for this role?
* What is your philosophy regarding on-the-job growth and development?
* What are the biggest opportunities facing the company/department right now?
* . What are the biggest challenges facing the company/department right now?
* What are the organization's/company's strengths and weaknesses compared to its competition?
* What are the day-to-day responsibilities of this job?
* What is the company's policy on providing seminars, workshops, and training so employees can keep up their skills or acquire new ones?
* How and by whom will my performance be reviewed? Are there specific criteria upon which I would be evaluated? And how frequently is formal and informal reviews given to new employees?
* Where do you think the company is headed in the next 5 years?
* How would you describe your company culture?
* What makes your company better than your competitors?
* What are the most important traits you look for in a subordinate?
* Before I leave, is there anything else you need to know concerning my ability to do this job?
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