



## Sample Interview Questions

### Experience:

1. What were your expectations for your most recent job and to what extent were they met?
2. What were your responsibilities and duties in your most recent position?
3. What major challenges and problems did you face in your last job? How did you handle them?
4. What previous job was the most satisfying and why?
5. What previous job was the most frustrating and why?
6. What applicable attributes or experience do you have that you can bring to this job?
7. Have you held positions similar to this one? If so, tell me about them.

### Management Skills:

1. What is your management style? How do you think your subordinates perceive you?
2. What aspect of supervision do you find the most difficult?
3. Describe your management style.
4. Describe a situation in which you had a difficult (management) problem. How did you solve it?
5. What would you consider to be the most fundamental factors in the successful relationship between managers and employees?
6. How do you define "leadership"?
7. How do you plan your day?
8. What makes someone a good supervisor?
9. What do you do when you are having problems with an employee?

### Adaptability:

1. Tell me about a time when you instituted change or helped implement change. What was the outcome? Who was involved? What were the results?
2. Tell me about a time you offered a new idea. What was the idea? How did you present it? Who was involved? What were the results?
3. Tell me about a time you adapted to a change within an organization. What was the change?
4. Tell about a time you tried something that was out of your comfort zone. What was the situation? What did you do? What did you learn? What was the end result?
5. Tell me about a time where you had too much to do, and too little time to accomplish your tasks. What did you do? What was the outcome?
6. Tell me about a time you did not adapt very well to change. What was the situation? What did you do? What did you learn?
7. Tell me about a time you had to react quickly to an important situation. What was the situation? What did you do? What was the end result?
8. Tell me about a time you changed your priorities as a result of the current situation. How did you choose to reorder your priorities? What criteria did you consider when shifting your focus? If others were involved, how to get them to adapt? What was the final outcome?

#### Motivation:

1. Tell me about a time you outwardly showed your enthusiasm for a work assignment or project. What was the work assignment or project? What role did you play? What was the end result?
2. Tell me about a time you used your problem-solving skills to tackle a challenging assignment. What was the assignment? What did you do? Were there others involved? What was the end result?
3. Tell me about a time you went above and beyond to help someone else. What was the situation? What did you do? What was the outcome?
4. Tell me about a time you motivated others around you to be more successful. What was the situation? When did it occur? Walk me step-by-step through what you did. How did everyone feel in the end?
5. Tell me about a time you pitched in and helped when needed. What was the situation? How did you help? Who else was involved? What was the final outcome?
6. Tell me about a time you proactively addressed a problem. What was the situation? What did you do? What was your thought process? How did you go about addressing the situation? What was the end result?
7. Tell me about a time your actions inspired someone else to do something better or different? What was the situation? What actions did you exhibit? How did you help the other person? What was the final outcome?
8. Please give me an example of a time where you acted as a self-starter. What was the situation? What did you do to be a self-starter? Who else was involved? What was the end result?

#### Professional and Staff Development:

1. Tell me about a time you solicited feedback. What was the situation? What did you do to obtain the feedback? What did you learn? What did you change as a result of the feedback?
2. Tell me about the last time you sought out a learning opportunity to keep current with your role within the organization. What did you do? What steps did you take? What did you learn? What was the outcome?
3. Tell me about a time where you served as a role model, trainer, or coach for another person. What was the situation? What role did you play? What actions did you take? What was the outcome?
4. Tell me about a time you learned a new skill and applied it to a project. What was the skill? What was the project? How did you approach the situation? What actions did you take? What was the outcome?
5. Tell me about a time you did something to improve your skill set. What was the situation? What did you do? Who else was involved? What was the end result?
6. Tell me about a time you realized you needed to make a change for the better. What was the change? What did you do about it? What was the final outcome?
7. Tell me about a time you had to learn a new skill. What was the skill? How did you go about learning it? If you encountered roadblocks, how did you handle them? What was the final outcome?
8. Tell me about a time you set out to learn something new? What did you set out to learn? Why did you focus your efforts on this topic? How did you acquire/gain the knowledge about the topic? What was the outcome?

#### Conflict Management Skills:

1. Tell me about a work situation that irritated you.
2. Tell me about a recent time when you resolved a conflict with a co-worker.

3. What is your typical way of dealing with conflict? Please provide an example.
4. Describe a situation in which you had to work with a difficult person. How did you handle the situation? Is there anything you would have done differently in hindsight?
5. Tell me about a time you were able to successfully deal with another person even when that person may not have personally liked you (or vice versa).
6. Tell me about a situation in which you had to deal with a very upset customer or co-worker.

#### Decision Making Skills:

1. What do you find are the most difficult decisions to make?
2. Describe a difficult work situation/project and how you overcame it.
3. What is the most difficult decision you've had to make? How did you arrive at your decision?
4. What type of approach to solving work problems seems to work best for you? Give me an example of when you solved a tough problem.
5. What type of challenge or problem is the most or least rewarding?
6. Describe a time when you used good judgment and logic in solving a problem.

#### Goals and Motivation:

1. How do you determine priorities in scheduling your time?
2. What was the biggest accomplishment/failure in your most recent position?
3. What motivates you to do your best?
4. If the people who know you were asked why you should be hired, what would they say?
5. Do you prefer to work independently or on a team and why?
6. What are your goals for the next five years/ten years?
7. If you had to describe yourself in only three words, what would those words be?
8. If you had to describe yourself in one word, what would that be?
9. When I call your references, what will they say is your greatest strength and your greatest weakness?
10. What personal weakness has caused you the greatest difficulty on the job?
11. What are two or three examples of tasks that you do not particularly enjoy doing?
12. What are two or three examples of tasks that you particularly enjoy doing?
13. How do you measure your own success? What does success mean to you?
14. Tell me about the best boss you ever had. Now tell me about the worst. What made it tough to work for her or him?

#### Communication Skills:

1. Give a specific example of something you have done at work that you consider innovative.
2. Tell me about a time when you had to use your communication skills to influence someone's opinion.
3. If you could do anything in the world, what would you do?
4. Describe a situation when you anticipated potential problems and developed preventative measures.
5. What are your short-term or long-term career goals?
6. What are you most proud of?

### Managing Stress and Deadlines:

1. How do you handle stress and pressure?
2. Describe some situations in which you worked under pressure or met deadlines.
3. What do you do when you are facing trouble with your job?
4. What do you do when you have a great deal of work to accomplish in a short period of time?
5. Tell me about a time when you had too many things to do and you were required to prioritize your tasks.

### General:

1. What do you know about this position or department?
2. Why are you the best person for this job?
3. Is there anything you wanted me to know about you that we haven't discussed?
4. Do you have any questions for me?
5. Why should we hire you?
6. What interests you about this job and why?
7. Why are you the best person for this job and why?
8. What challenges are you looking for in a position?
9. What is important to you in your next job?

### Inclusiveness:

1. Tell me about a difficult situation and how you handled it. What was the situation? How did you approach it? What steps did you take? What was the outcome?
2. Tell me about a time you embraced and championed a situation where everyone was treated equally and fairly. What was the situation? What did you do? How did others respond? What was the outcome?
3. Tell me about an action you took to make your working environment more welcoming. What was the situation? What actions did you take? Who was involved? What was the outcome?
4. Tell me about a time you learned something new about another culture. What was the situation? How did you apply this to your work environment? What was the end result?
5. Tell me about a time you sought out someone else's perspective about an idea, situation, or process. How did you go about soliciting their ideas? What did you do with the information? What was the final outcome?
6. Tell me about a time you did something to promote diversity. What was the situation? What did you do? How was your initiative received? What was the outcome?
7. Tell me about a time you effectively worked with someone who shared a different opinion of the situation than you. What was the situation? How did you handle the difference in opinion? Who was involved? What was the outcome?
8. Tell me about a learning experience you encountered. What did you learn? Why was it important? How did you come to this experience? What will you do the same and/or different in the future as a result of this experience?

For any additional questions, please contact your Human Resources Business Partner.