

## Sample Interview Questions

The following sample questions are only a few suggestions to enhance your interviews:

1. What three accomplishments do you take pride in most?
2. Would you rather have a lot of control over how you do your job or would you prefer to have expectations clearly spelled out by your superiors?
3. How do you define success? Give me an example.
4. Tell me about a time when you went above and beyond what was required of your position.
5. Give me an example of how you set specific work goals?
6. Do you believe employee or employer loyalty is as strong as it once was? What can the employer and employee do to strengthen loyalty?
7. Tell me about a time when circumstances for a project changed at the last minute and you were asked to work outside of normal hours. What did you do?
8. Describe the type management style you prefer from your supervisor?
9. What do you do to keep current of developments that impact your field? How many seminars have you attended in the past year and on what topics? What have you learned?
10. How do you feel about making tough decisions? What makes a decision tough for you?
11. In situations when there is no clear-cut good outcome to a decision, some managers believe that in these cases no decision can be a good decision. How do you feel about this?
12. Tell me about a time when you had limited resources and were able to bring a project to the finish line.
13. Describe the most challenging work problem you faced in your last job.
14. Tell me about a time when you had to adjust to a colleague's working style in order to complete a project successfully.
15. Describe a situation when working with others produced more successful results than if you had completed the project on your own.
16. What are your strengths when interacting with people on the job? What could you do to make your interaction better?
17. Recount a time when you worked with a colleague who was not doing their share of the work. How did you handle it?
18. Describe a situation where you had to deliver bad news to a customer.
19. Think of a situation you've been in that required an ability to think on your feet. What was the situation and how did you respond?

20. Have you ever solved a problem or correctly analyzed a situation that no one else was able to solve or analyze? Describe the situation and the outcome.
21. Is there ever a situation where not telling the truth is an appropriate response? Explain.
22. What methods do you use to organize and prioritize your work?
23. What would you do if your boss were to override a major decision you have made?
24. How would those who know you describe you?
25. How do you ensure that something you write is going to be understood by those who read it?
26. How difficult is it for you to express your thoughts and ideas to others? What techniques do you use to make yourself clear and to ensure your audience has understood?
27. Tell me about a time when you had to get someone else to see things your way.
28. Describe a time when you had to delegate work to others.
29. Tell me about a time when you had multiple competing deadlines and how you managed them.
30. Tell me about a time when you had to pivot away from a current project to address a “fire drill.”
31. Describe to me a time when you went above and beyond what was required of your position.
32. This position requires a great deal of people contact and communication. Specifically, what do you think are the interpersonal skills required for effective performance?
33. How important is customer service? Describe to me a time when you did something special to satisfy a customer.
34. Describe some of the things that motivate you and make a job fulfilling.
35. What can managers do to get maximum performance from their employees?
36. Describe a time when you missed an important deadline or failed to complete a task that others expected you to complete. How did you feel about that?
37. We should all learn from our mistakes. Describe what you learned from a mistake you have made, either work related or personal.
38. How would you handle a normally good employee who has recently developed a very sarcastic attitude when working with others and it is affecting the performance of the unit?