

Sample Interview Questions

CREDENTIAL

1. What was your major?
2. What degree(s) do you hold?
3. What license(s) do you hold?
4. What special recognition have you received?
5. What was your grade point average over the last two years of school?
6. Have you taken any courses in _____(insert appropriate course)?

TECHNICAL

Technical questions focus on minimum performance standards required for the job. Therefore, these questions are highly dependent upon the job for which you are recruiting. You will need to develop these questions on a case-by-case basis to uncover the skill you require for each position. Here are some samples of these types of questions:

1. How do you add two columns in excel?
2. What do you do when an insurance company has declined payment?

EXPERIENCE

1. How long did you work at _____?
2. Please describe in detail the kind of work you did in your last job.
3. Describe the specific skills you learned at your last job.
4. Why did you specifically leave each of your former employers? If currently employed, ask: Why do you want to leave your present job?
5. What are three aspects to a job that you are looking for in a new position that you didn't get at your previous employer?
6. What did you like the most about the job? Why?
7. What did you like the least about the job? Why?
8. How will your current (or former) employer describe your work performance?
9. What would prior employees say about you as a co-worker?
10. Tell me about the last time you were praised or recognized for your work.
11. Have you ever had any other type of part-time work of special interest to you? What? Why?

BEHAVIORAL-BASED

1. Tell me about a time when your supervisor indicated that your performance was below standards. What did you do to improve? What was the result of your actions?
2. Tell me about a time when you felt the least effective or were most frustrated in your efforts to deal with a conflict between yourself and a co-worker. What did you do? What was the result?
3. Tell me about a time when you accomplished something that made you feel proud.
4. Things aren't always busy at work. Tell me about the slowest time on your last job. What did you do? What was the result?
5. Describe a time when you were selected as a leader or representative of a group. What project(s) did you lead? What was the result?
6. Tell me about a situation in which you had to adjust quickly to a significant change in the organization, department, or team priorities. How did the change affect you? What did you do? What was the result?

7. In your job at _____, how did you ensure that your internal/external customers' needs were met? Describe your procedure with one customer.
8. Every job produces different levels of stress. What was the most stressful aspect of your job at _____? How did you react to this?
9. In your position with _____, how did you define doing a good job? Did you do a good job? How did you know? Give me an example.
10. Describe a typical day on the job at _____. What have you done to maintain efficient productivity levels from the beginning to the end of your shift?

GENERAL

1. What led you to apply for work here?
2. What kind of hourly/weekly/monthly salary are you expecting to make? (Do not mention word "yearly" salary.)
3. Describe a skill you learned in school that you've put to practical use.
4. What was the most difficult course you took in school? How did you master it?
5. What training have you had that will help you in this position?
6. What additional training do you feel is required for you to achieve better or full proficiency?
7. What is it about this job that attracts you the most? Why?
8. What is it about this job that attracts you the least? Why?
9. Describe your strongest qualities, skills or abilities.
10. Describe the best and worst boss you ever had.
11. Tell me what you think constitutes a good attendance record.
12. How many days have you been absent in the past 2 years? (Do not ask how many days the person was sick or why the person was absent.)
13. What are your short-term career goals? Long-term? How does this job relate to what you have planned?
14. Define what "success" means to you.
15. Describe the strengths you will bring to this position.
16. Describe what motivates you to succeed.
17. Describe some aspects to effective communication that you consider valuable.
18. What further information would you like to say about yourself or your qualifications?