

Interview Questions

Management || Resource Guide

Use these interview questions as a guide for your next interview. Choose the questions that are the most appropriate. Remember, you should talk 25% of the time and let the interviewee talk 75% of the time. Always listen more than you talk!

- ▶ How would you describe yourself?
- ▶ What interests you about this job?
- ▶ Why would you excel at this job?
- ▶ How has your experience prepared you for this job?
- ▶ How do you evaluate success? Give me an example of one of your successful accomplishments.
- ▶ How would you describe yourself in terms of your ability to work as a member of a team?
- ▶ What motivates you to put forth your greatest effort?
- ▶ Given the investment our company will make in hiring and training you, can you give us a reason to hire you?
- ▶ How would you evaluate your ability to deal with conflict?
- ▶ Tell me about a major problem that you recently handled. Were you successful in resolving it?
- ▶ Would you say that you can easily deal with high-pressure situations?
- ▶ What quality or attribute do you feel will most contribute to your success at this job?
- ▶ Tell me what you know about our company.
- ▶ Tell me about the salary range you are seeking.
- ▶ What skills have you acquired from your work experience.
- ▶ How would you describe your skills (leadership, management, technology, communication)?
- ▶ What was the toughest challenge you've ever faced in a job?
- ▶ What two or three things are most important to you in your job?

- ▶ Some people work best as part of a group – others prefer the role of the individual contributor. How would you describe yourself?
- ▶ When given an important assignment, how do you approach it?
- ▶ Describe a time when you had to think on your feet to extricate yourself from a difficult situation.
- ▶ Give me a specific example of a time when you used good judgement.
- ▶ By providing examples, convince me that you can adapt to a wide variety of people, situations, and environments.
- ▶ Describe a time when you had to use your written communication skills to get an important point across.
- ▶ Sometimes it's easy to get in "over your head." Describe a situation where you had to request help or assistance on a project or assignment.
- ▶ We can sometimes identify a small problem and fix it before it becomes a major problem. Give an example(s) of how you have done this.
- ▶ What was the most complex assignment you have had? What was your role?
- ▶ What kind of supervisor do you work best for? Provide examples.
- ▶ What is the most difficult customer service experience that you have ever had to handle – perhaps an angry or irate customer. Be specific about what you did and what was the outcome?
- ▶ Tell me about a time you had to handle multiple responsibilities. How did you organize the work you needed to do?
- ▶ What is the most significant contribution you made to the company during a past job?
- ▶ Describe the system you use for keeping track of multiple projects. How do you track your progress so that you can meet deadlines? How do you stay focused?