



## CAREER

### Sample Questions on Interview

#### Questions to learn how the applicant regards current or past positions.

Would you tell me about your present (last) positions?  
What activities did you enjoy most/least in your last job?  
What problems do you encounter on the job? Which frustrates you the most? How do you deal with them?  
What specific things did you do in your last job to improve your effectiveness?  
What is your opinion of the organization you currently (or previously) worked for?  
What are the reasons you left your last job?  
Let's talk about standards of performance. How would you describe your own? What would your peers say? What would your boss say?

#### Questions to probe the applicants relationship with people.

How would you describe your supervisor?  
How did previous employers treat you?  
How would you characterize your co-workers?  
What disagreements have you had with your co-workers?  
What will your former employers (or references) say about you?  
What kind of people do you enjoy working with? What kind do you find difficult?  
How do you handle yourself when you have a conflict with someone? Are you confrontational? Do you avoid that person? Why? How do you think you'll behave when you have a problem with a co-worker?

#### Questions to explore aspirations.

What is important to you in a job? What would you like to avoid?  
What positions do you expect to hold five years from now?  
What do you know about the opportunities in the field in which you are trained?  
What are your salary expectations? On what do you base them?  
What are your short term/long term goals?

#### Questions to stimulate self-assessment.

As an employee, what do you consider your greatest strength?  
Greatest weakness? In what areas would you most like to improve?  
What motivates you?  
What decisions are easiest for you and which ones are more difficult?  
What causes you to lose your temper?  
Have you ever had a weakness in the past that you've been able to overcome? How did you accomplish this?  
Do you think you'll prefer to work with others or by yourself? Are there experiences you have had in school or in the workplace to support that?

#### Questions to determine how the applicant would apply skills, experience, and knowledge to the vacant position.

Why do you think you might like to work for our company?  
What do you know about our company?  
How do you work under pressure?  
Aren't you overqualified?  
What qualifications do you have that make you feel that you will be successful in your field?  
Do you have any plans for further education?  
What do you think you can contribute to our company that would influence us to hire you?  
Do you manage your time well?  
How do you organize and plan for major projects?

#### Questions regarding your internship/extracurricular activities.

Did you hold any leadership positions in any organization?  
What functions did you enjoy most? Least?  
What supervisor did you like best/least? Why?

#### Questions regarding career/job expectations

Why are you interested in this position?  
What do you know about our organization? How did you find this out?  
What aspects of this job do you think you'll find most interesting?  
How do you think this job will help you achieve your long-term career objectives?  
Let's say your supervisor gave you an assignment that you didn't understand and then left town for a week. Assume he/she is unreachable. What would you do?