

# Sample Interview Questions

## Sample Behavioral Interview Questions

- Give me an example of a time when you set a goal and were able to meet or achieve it.
- Tell us about a situation in which you had to adjust to changes over which you had no control. How did you handle it?
- Describe a time when you made a suggestion to improve the work in your organization.
- When you disagree with your manager, what do you do? Give an example.
- When you have a lot of work to do, how do you get it all done? Give an example.
- Tell us about a time when you had to analyze information and make a recommendation. What kind of thought process did you go through? What was your reasoning behind your decision?
- Give a specific example of a time when you had to address an angry customer. What was the problem and what was the outcome? How would you assess your role in diffusing the situation?
- It is very important to build good relationships at work but sometimes it doesn't always work. If you can, tell about a time when you were not able to build a successful relationship with a difficult person.
- Some people consider themselves to be "big picture people" and others are "detail oriented." Which are you? Give an example of a time when you displayed this.
- How do you go about explaining a complex technical problem to a person who does not understand technical jargon?
- Give an example of a time when you had to be relatively quick in coming to a decision.
- Tell us how you go about delegating work.
- How have you adjusted your style when it was not meeting the objectives and/or people were not responding correctly?
- Describe a situation that required you to do a number of things at the same time. How did you handle it? What was the result?
- Tell me about a situation where you had to solve a difficult problem. What did you do? What was your thought process? What was the outcome? What do you wish you had done differently?
- Describe a time when you put your needs aside to help a co-worker understand a task. How did you assist him or her? What was the result?
- Tell me about a time when you were forced to make an unpopular decision.
- Give me an example of a time when you used your fact-finding skills to solve a problem.

## Sample Traditional Interview Questions

- Tell me about yourself.
- How would you describe yourself?
- What are your strengths?
- What are your weaknesses?
- Why should I hire you?
- What specific goals have you established for your career?
- How do you determine or evaluate success? Give me an example of one of your successful accomplishments.
- How would you evaluate your ability to deal with conflict?
- Tell me what you know about our company.
- When do you do your best (or worst) work?
- How many tasks do you like to tackle at one time?
- What kind of writing have you done? Give me an example. How do you approach it?
- What do you like best about your current/past job?
- What do you like least about your current/past job?
- Are there some situations where you did not follow the chain of command?
- What was your biggest disappointment? How did you cope with it?
- What qualifications do you have that will make you successful in the job?
- What two or three accomplishments have given you the most satisfaction? Why?
- What do you expect to be earning in five years?
- Where do you expect to be in five years?
- Why did you decide to seek a position with us?
- How would a friend (or a supervisor) describe you?
- What makes you the best candidate?
- Do you prefer to work alone or in a group?
- Tell me about your organization/time management style.
- How well do you work with multiple people or vendors?
- Why do you want to work here?
- Why did you leave your last job?
- Why did you choose this career?
- What do you know about our competitors?
- What are your expectations regarding promotions and salary increases?