

Sample Interview Questions

Typical Interview Questions

- Tell me about yourself.
- Why are you applying for this job?
- What can you offer us?
- What are your strengths? weaknesses?
- What is your greatest accomplishment?
- What do you hope to gain from this job?
- How did you choose your academic field?
- What are your career plans for the next five years?
- Describe your work style.
- How do you prefer to be supervised?
- Why should we hire you?
- Why did you take your last job?
- Describe a situation in which you were successful.
- What motivates you?
- How do you handle stress?
- How do you think a professor or friend who knows you well would describe you?
- What have you learned from your past mistakes?
- How do you determine or evaluate success?
- Describe your most rewarding college experience.
- Will you relocate? Do you have a geographical preference?
- How do I know you're the best candidate

• Behavioral Interview Questions

- Give me a specific example of a time when you used good judgment and logic in solving a problem.
- Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.
- By providing examples, convince me that you can adapt to a wide variety of people, situations and environments.
- Describe a time on any job that you held in which you were faced with problems or stresses that tested your coping skills.
- Give an example of a time in which you had to be relatively quick in coming to a decision.
- Tell me about a time in which you had to use your written communication skills in order to get an important point across.
- Give an example of an important goal which you had set in the past and tell me about your success in reaching it.
- Describe the most significant or creative presentation which you have had to complete.
- Tell me of a time when you had to go above and beyond the call of duty in order to get a job done.
- Give me an example of a time when you were able to successfully communicate with another person even when that individual may not have personally liked you or vice versa.
- Tell me about a time when you worked under tremendous stress.
- Describe the most rewarding aspect of your previous job.
- Describe the most challenging or frustrating aspect of that same job.

- If you could change one thing about your current boss, what would that be and why?
- Give me an example of a problem you faced on any job and how you went about solving it.
- Describe an experience when you dealt with an angry customer.
- When was the last time you "broke the rules" (thought outside the box) and how did you do it?
- What was the wildest idea you had in the past year? What did you do about it?
- What is the most difficult decision you've had to make and how did you arrive at your decision?
- When taking on a new task, do you like to have a great deal of feedback and responsibility at the outset or do you like to try your own approach?

Illegal Questions

Interview questions must all be job/experience related. If questions come up that are illegal or improper, such as questions about your family plans, etc, then you need to consider your options:

- Refuse to answer: this can tell the employer you think the question is improper
- Answer the question: you decide to swallow your pride and privacy
- Answer the legitimate question and ignore the illegal or improper questions
- Ask a question rather than answer the improper question. When in doubt, ask for clarification

For a list of illegal questions and how to respond to them, view this JobWeb.com article <http://www.jobweb.com/interviews.aspx?id=1343>

Questions to Ask Employers

- What do you look for in applicants?
- What continuing education and supervision is provided?
- In what directions do you see your organization going in the near future?
- What are some current challenges here?
- What do you like most about your work here?
- What makes a successful employee in your organization?
- How would I be evaluated?
- What's a normal work week like?
- Is there other information I can provide you?
- When will your hiring decisions and offers be made?
- What are the specific duties required?
- Please tell me about your experiences with this organization