



Experience:

- ◆ What were your expectations for your most recent job and to what extent were they met?
- ◆ What were your responsibilities and duties in your most recent position?
- ◆ What major challenges and problems did you face in your last job? How did you handle them?
- ◆ What previous job was the most satisfying and why?
- ◆ What previous job was the most frustrating and why?
- ◆ What applicable attributes or experience do you have that you can bring to this job?
- ◆ Have you held positions similar to this one? If so, tell me about them.

Management Skills:

- ◆ What is your management style? How do you think your subordinates perceive you?
- ◆ What aspect of supervision do you find the most difficult?
- ◆ Describe your management style.
- ◆ Describe a situation in which you had a difficult (management) problem. How did you solve it?
- ◆ What would you consider to be the most fundamental factors in the successful relationship between managers and employees?
- ◆ How do you define "leadership"?
- ◆ How do you plan your day?
- ◆ What makes someone a good supervisor?
- ◆ What do you do when you are having problems with an employee?

Conflict Management Skills:

- ◆ Tell me about a work situation that irritated you.
- ◆ Tell me about a recent time when you resolved a conflict with a co-worker.
- ◆ What is your typical way of dealing with conflict? Please provide an example.
- ◆ Describe a situation in which you had to work with a difficult person. How did you handle the situation? Is there anything you would have done differently in hindsight?
- ◆ Tell me about a time you were able to successfully deal with another person even when that person may not have personally liked you (or vice versa).
- ◆ Tell me about a situation in which you had to deal with a very upset customer or co-worker.



Decision Making Skills:

- ◆ What do you find are the most difficult decisions to make?
- ◆ Describe a difficult work situation/project and how you overcame it.
- ◆ What is the most difficult decision you've had to make? How did you arrive at your decision?
- ◆ What type of approach to solving work problems seems to work best for you? Give me an example of when you solved a tough problem.
- ◆ What type of challenge or problem is the most or least rewarding?
- ◆ Describe a time when you used good judgment and logic in solving a problem.

Goals and Motivation:

- ◆ How do you determine priorities in scheduling your time?
- ◆ What was the biggest accomplishment/failure in your most recent position?
- ◆ What motivates you to do your best?
- ◆ If the people who know you were asked why you should be hired, what would they say?
- ◆ Do you prefer to work independently or on a team and why?
- ◆ What are your goals for the next five years/ten years?
- ◆ If you had to describe yourself in only three words, what would those words be?
- ◆ If you had to describe yourself in one word, what would that be?
- ◆ When I call your references, what will they say is your greatest strength and your greatest weakness?
- ◆ What personal weakness has caused you the greatest difficulty on the job?
- ◆ What are two or three examples of tasks that you do not particularly enjoy doing?
- ◆ What are two or three examples of tasks that you particularly enjoy doing?
- ◆ How do you measure your own success? What does success mean to you?
- ◆ Tell me about the best boss you ever had. Now tell me about the worst. What made it tough to work for her or him?

Communication Skills:

- ◆ Give a specific example of something you have done at work that you consider innovative.
- ◆ Tell me about a time when you had to use your communication skills to influence someone's opinion.
- ◆ If you could do anything in the world, what would you do?
- ◆ Describe a situation when you anticipated potential problems and developed preventative measures.



- ◆ What are your short-term or long-term career goals?
- ◆ What are you most proud of?

Managing Stress and Deadlines:

- ◆ How do you handle stress and pressure?
- ◆ Describe some situations in which you worked under pressure or met deadlines.
- ◆ What do you do when you are facing trouble with your job?
- ◆ What do you do when you have a great deal of work to accomplish in a short period of time?
- ◆ Tell me about a time when you had too many things to do and you were required to prioritize your tasks.

General:

- ◆ What do you know about this position or department?
- ◆ Why are you the best person for this job?
- ◆ Is there anything you wanted me to know about you that we haven't discussed?
- ◆ Do you have any questions for me?
- ◆ Why should we hire you?
- ◆ What interests you about this job and why?
- ◆ Why are you the best person for this job and why?
- ◆ What challenges are you looking for in a position?
- ◆ What is important to you in your next job?