

TYPICAL INTERVIEW QUESTIONS ASKED BY EMPLOYERS

Regardless of the type of position for which you are interviewing, there are standard questions that are asked by almost all employers. We've listed them below and suggest that you read them carefully and consider how you would answer them in an interview.

1. Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.
2. Describe an instance when you had to think on your feet to extricate yourself from a difficult situation.
3. Give me a specific example of a time when you used good judgment and logic in solving a problem.
4. By providing examples, convince me that you can adapt to a wide variety of people, situations and environments.
5. Describe a time on any job that you held in which you were faced with problems or stresses that tested your coping skills.
6. Give me an example of a time in which you had to be relatively quick in coming to a decision.
7. Tell me about a time in which you had to use your written communications skills in order to get an important point across.
8. Give me a specific occasion in which you conformed to a policy with which you did not agree.
9. Give me an example of an important goal which you had set in the past and tell me about your success in reaching it.
10. What do you see yourself doing five years from now?
11. What are your long-range career objectives?
12. What do you really want to do in life?
13. Why did you choose the career for which you are preparing?
14. What do you consider to be your greatest strengths and weaknesses?
15. What three adjectives would you use to describe yourself?
16. How do you think a friend or professor who knows you well would describe you?
17. What motivates you to put forth your greatest effort?
18. How has your college experience prepared you for a career?
19. Why should I hire you?
20. What qualifications do you have that would make you successful in this position?
21. How do you determine or evaluate success?
22. What do you think it takes to be successful in an organization like ours?
23. In what ways do you think you can make a contribution to our organization?
24. Tell me about yourself.
25. Describe the relationship that should exist between a supervisor and those reporting to him or her.
26. What two or three accomplishments have given you the most satisfaction?
27. What do you know about our organization?
28. How well do you work under pressure?
29. Do you have any questions you would like to ask?

See other side for suggested questions to ask employers.

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QUESTIONS TO ASK EMPLOYERS DURING INTERVIEWS

During the interview process, there will be opportunities for both parties (the employer and the applicant) to ask questions. Employers expect you to have questions so be prepared to ask some. This will be your opportunity to clarify issues not previously addressed.

Good general questions

1. Please describe the duties of the job for me. (You should already know this - but if not, ask for a formal job description)
2. What qualities are you looking for in the candidate that fills this position?
3. What skills are especially important for someone in this position?
4. Is this a new position, or am I replacing someone?
5. How long has the position been open?
6. What training would I receive if hired?
7. What characteristics do the achievers in this company seem to share?
8. Where does this position fit into the organizational structure?
9. What is the largest single issue facing your staff (department) now?
10. How does the company plan to market its new (line of _____, product, service, etc.)?
11. I noted in your annual report that Has this strategy been successful?
12. How much travel, if any, is involved in this position?
13. Do you fill positions from the outside or promote from within first?
14. What is the usual promotion timeframe?
15. What are your growth projections for next year?
16. Is your company environmentally conscious? In what ways?
17. What is the relationship of this organization to the local community?
18. How often are performance reviews given?
19. In what ways is a career with your company better than one with your competitors?
20. What kind of assignments might I expect during the first six months on the job?

Questions for the Employer/Interviewer

1. What do you (the interviewer) like best about your job/company?
2. Why do you continue to work for this company/organization/corporation?

Good closing questions

1. What is the next step in the selection process?
2. When should I expect to hear from you, or should I contact you?
3. When would you want me to start in this position?

Questions to ask after you are offered a position

1. Once the probation period is completed, how much authority will I have over decisions?
2. Will I have the opportunity to work on special projects?
3. Are salary adjustments geared to the cost of living or job performance?
4. What do you wish you had known about the company before you started?
5. Is the last person who held this position still on staff?
6. Does your company provide any financial assistance for further education?
7. Do you have a standard benefits package or can I choose from a variety of options?
8. Has there been much turnover in this job area?
9. Do you offer flextime?

See other side for typical questions asked by employers