



### Questions Asked By Interviewers

- Tell me about yourself.
- What are your long-range and short-range goals and objectives?
- How do you plan to achieve your career goals?
- What are the most important rewards you expect in your business career?
- Why did you choose the career for which you are preparing?
- How do you know you will like this career path?
- What new challenges are inviting to you?
- What other career paths have you considered?
- What do you consider to be your greatest strengths and weaknesses?
- What five skills best describe you?
- Describe a professional skill that you developed in your last job/activity.
- What do you hope to achieve in your next job?
- What two or three accomplishments have given you the most satisfaction?
- Tell me about a quantifiable outcome due to one of your efforts.
- How would you explain your success level in your current job?
- What are the most/least rewarding aspects of your current job?
- Tell me about a major contribution you have made to a team/organization.
- What achievements have eluded you?
- How would you describe yourself?
- Tell me something I would not know about you from reading your resume.
- What motivates you to put forth your greatest effort?
- Why should I hire you?
- What qualifications do you have that make you think that you will be successful in business?
- Describe your ideal job/work environment.
- What kind of a starting salary would you expect to earn in this job?
- In what previous jobs have you been most interested?
- How would you describe the ideal job for you?
- What two or three things are most important to you in your job?
- Which is more important to you, the money or the type of job?
- How do you determine or evaluate success?
- Are you seeking employment in a company of a certain size?
- What criteria are you using to evaluate the company for which you hope to work?
- Are you willing to spend at least six months as a trainee?
- What outside activities complement your work interests?
- What community projects are interesting to you?
- What skills have you improved through outside activities?
- What have you learned from your participation in activities?
- How has your education prepared you for a career?
- Describe your most rewarding academic experience.
- Why did you select your college or university?
- What led you to choose your field of major study?
- What subjects did you like best/least?
- If you could do so, how would you plan your academic study differently?
- What changes would you make in your college or university?
- Do you have plans for continued study/an advanced degree?
- Do you think that your grades are a good indication of your academic ability?
- Are you willing to travel?
- Are you willing to relocate?
- What do you think it takes to be successful in an organization like ours?
- In what ways do you think you can make a contribution to our organization?
- If you were hiring an individual for this position, what qualities would you look for?



- Why did you decide to seek a position with this company?
- What do you know about our company?
- Why are you interested in this work?
- What are you particularly good in this field of work?
- How do you stay current about this field/industry?
- What do you think is our company's distinct advantage over the competition?
- Where is our company most vulnerable amongst its competitors?
- What skills do you feel are most critical to this job?
- What skills would you like to develop most in this job?
- How are your experiences relevant to this job?
- Why do companies with good products sometimes fail?
- Give me an example of when you were resourceful.
- Tell me about your input into your work/extracurricular organization's last strategic plan.
- What is the most creative/innovative project you have ever helped develop?
- How do you organize and plan for major projects?
- Give me an example of something you did to build enthusiasm in others to take action.
- Describe your relationship with your supervisors/co-workers.
- Do you work more productively by yourself or with others?
- Describe your comfort level working with people of higher or lower rank.
- Describe your worst/best supervisor.
- What qualities should a successful manager possess?
- Describe the relationship that should exist between a supervisor and those reporting to them.
- What management style do you most/least prefer?
- What is your favorite type of co-worker?
- Tell me about a time when you had to defend an idea to a boss or co-worker.
- How do you handle criticism of your work?
- Do you prefer a structured or unstructured environment?
- Give me an example of when a co-worker or classmate criticized your work in front of others.
- Give me an example of when you sold your supervisor or professor on an idea or concept.
- Give an example of how you saw a project through, despite obstacles.
- Describe a situation when you had to do a project you really did not want to do.
- Tell me about a time when you did not perform up to your capabilities.
- How do you manage stress?
- How do you regroup when things have not gone as planned?
- Why is service such an important issue?
- How do you manage your work schedule?
- How do you handle multiple responsibilities?
- Tell me about an important decision you had to make.
- How do you work under pressure?
- Describe a time when you worked under extreme pressure.
- How do you feel about working overtime?
- How do you balance work time and home time?
- What might you like to change about your current work habits?
- Tell me about a time you experienced frustration at work.
- What have you learned from your mistakes?
- Tell me about a difficult situation when it was desirable for you to keep a positive attitude.
- Tell me about a time when you failed to meet a deadline.
- Tell me which computer applications you have used and for what purposes.
- Describe your problem-solving process.
- How do you measure the success of your work?
- What was the greatest problem-solving issue you had to work through in your last job?
- How do you balance your reliance on facts with your reliance on intuition?
- Tell me about a problem that you failed to anticipate.



- Tell me about a time you were not able to resolve a problem to your satisfaction.
- If a client called you with a complaint, what would be your first reaction?
- Tell me about a time when you had to deal with a difficult person (customer, classmate, co-worker).
- Describe a specific problem you solved for an employer.
- Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.
- Describe a time when you were faced with a stressful situation that demonstrated your coping skills.
- Give me a specific example of a time when you used good judgment and logic in solving a problem.
- Give me an example of a time when you set a goal and were able to meet or achieve it.
- Tell me about a time when you had to use your presentation skills to influence someone's opinion.
- Give me a specific example of a time when you had to conform to a policy with which you did not agree.
- Please discuss an important written document you were required to complete.
- Tell me about a time when you had to go above and beyond the call of duty in order to get a job done.
- Tell me about a time when you had too many things to do and you were required to prioritize your tasks.
- Give me an example of a time when you had to make a split second decision.
- What is your typical way of dealing with conflict? Give me an example.
- Tell me about a time you were able to successfully deal with another person even when that individual may not have personally liked you (or vice versa).
- Tell me about a difficult decision you've made in the last year.
- Give me an example of a time when something you tried to accomplish and failed.
- Give me an example of when you showed initiative and took the lead.
- Tell me about a recent situation in which you had to deal with a very upset customer or co-worker.
- Give me an example of a time when you motivated others.
- Tell me about a time when you delegated a project effectively.
- Give me an example of a time when you used your fact-finding skills to solve a problem.
- Tell me about a time when you missed an obvious solution to a problem.
- Describe a time when you anticipated potential problems and developed preventive measures.
- Tell me about a time when you were forced to make an unpopular decision.
- Please tell me about a time you had to fire a friend.
- Describe a time when you set your sights too high (or too low).

*Sources: Career Development Guide  
Planning Job Choices  
The 250 Job Interview Questions You'll Most Likely Be Asked*

### **Questions to Ask Interviewers**

- What qualities are you looking for in the candidate who fills this position?
- Can you tell me how success is measured in this position?
- What would you consider the most challenging aspect of this position?
- What would my typical workday be like?
- What kinds of assignments might I expect during the first six months on the job?
- How do you encourage employees to keep current with professional developments in the field?
- What opportunities in the organization are there for serving on committees?
- What kinds of community service projects does your organization engage in?
- Does your organization encourage further education?
- Is there a lot of team project work?
- How often are performance reviews given?
- What do you like best about your job/organization?
- What do you think are your organization's greatest competitive advantages?
- Where does this position fit in with the organizational structure?
- What is the next course of action? When should I expect to hear from you?

*Sources: Career Development Guide  
The Job Hunting Handbook*



**Skills / Qualities Employers Seek**

Communication Skills	Leadership Skills
Honesty/Integrity	Self-Confidence
Interpersonal Skills	Friendly/Outgoing
Motivation/Initiative	Tactfulness
Strong Work Ethic	Well-Mannered/Polite
Teamwork Skills	Creativity
Computer Skills	GPA (3.0+)
Analytical/Problem-Solving Skills	Risk-Taking
Flexibility/Adaptability	Sense of Humor
Detail-Oriented	Bilingual Skills
Organizational/Multi-Tasking Skills	

*Source: National Association of Colleges and Employers*