

# 50 Commonly Asked Interview Questions

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| <ol style="list-style-type: none"> <li>1. Tell me about yourself.</li> <li>2. What do you want to do with your life?</li> <li>3. Do you have any work experience?</li> <li>4. How would you describe your ideal job?</li> <li>5. When and why did you decide on this career?</li> <li>6. If I were to ask one of your professors to describe you, what would he or she say?</li> <li>7. What are your (long/short term) career goals?</li> <li>8. How do you plan to achieve these goals?</li> <li>9. How do you evaluate success?</li> <li>10. Describe a situation in which you were successful.</li> <li>11. What do you think it takes to be successful in this career?</li> <li>12. What accomplishments have given you the most satisfaction in your life?</li> <li>13. If you had to live your life over again, what would you change?</li> <li>14. Would you rather work with information or with people?</li> <li>15. How do you approach team work?</li> <li>16. What motivates you?</li> <li>17. Why should I hire you?</li> <li>18. Tell me about some of your recent goals and what you did to achieve them.</li> <li>19. Where do you want to be five / ten years from now?</li> <li>20. How do you handle conflict?</li> <li>21. Have you ever had a conflict with a boss or professor? How did you resolve it?</li> <li>22. What major problem have you had to deal with recently?</li> <li>23. How do you handle pressure?</li> <li>24. What is your greatest strength?</li> <li>25. What is your greatest weakness?</li> </ol> | <ol style="list-style-type: none"> <li>26. Why did you choose to attend your college?</li> <li>27. How has your education prepared you for your career?</li> <li>28. What were your favorite classes? Why?</li> <li>29. Who were your favorite professors? Why?</li> <li>30. Does your GPA reflect your knowledge and abilities?</li> <li>31. Do you have any plans for further education?</li> <li>32. How much training do you think you will need to become a productive employer?</li> <li>33. What qualities do you feel a successful manager should have?</li> <li>34. Why do you want to work in the _____ industry?</li> <li>35. What do you know about our company?</li> <li>36. Why are you interested in our company?</li> <li>37. Do you have any location preferences?</li> <li>38. Will you relocate? In the future?</li> <li>39. Are you willing to travel? How much?</li> <li>40. What kind of salary are you looking for?</li> <li>41. Why should we hire you?</li> <li>42. Why do you want to work for us?</li> <li>43. How did you learn about us?</li> <li>44. What are some of the things in a job that are important to you, and why?</li> <li>45. What is the biggest risk you have taken in your life?</li> <li>46. What do you consider to be your three greatest accomplishments?</li> <li>47. Describe your worst boss or professor.</li> <li>48. Do you prefer to work in teams or alone? Why?</li> <li>49. What will your manager say when you give notice that you are leaving?</li> <li>50. Do you have any questions for us?</li> </ol> |
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## Questions to Ask

*Ask questions that demonstrate your interest in the needs of the employer*

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| <ol style="list-style-type: none"> <li>1. Six months from now, how would you know you hired the right person?</li> <li>2. What are the three most important attributes for success in this position?</li> <li>3. Describe the culture of the organization/department</li> <li>4. What are some of the projects I will be working on?</li> </ol> | <ol style="list-style-type: none"> <li>5. What are some of the challenges with this position?</li> <li>6. What is the anticipated company growth rate over the next 3 years?</li> <li>7. What are the opportunities for growth and advancement?</li> <li>8. What do you like most about working for this company?</li> <li>9. When can I expect to hear from you regarding your hiring decision?</li> </ol> |
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## Illegal Interview Questions

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| <ul style="list-style-type: none"> <li>• Impairments or disabilities irrelevant to the position</li> <li>• Mental health issues</li> </ul> | <ul style="list-style-type: none"> <li>• Age/date of birth</li> <li>• Marital status</li> </ul> | <ul style="list-style-type: none"> <li>• Parental status</li> <li>• Arrest history</li> </ul> | <ul style="list-style-type: none"> <li>• National origin</li> <li>• Religion</li> </ul> |
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| <ol style="list-style-type: none"> <li>1. Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.</li> <li>2. Give me an example of a time when you set a goal and were able to meet or achieve it.</li> <li>3. Tell us about a time when you had a conflict with a co-worker or supervisor and how you successfully resolved it.</li> <li>4. Describe projects you have delivered on time.</li> <li>5. Describe how you prioritize projects to ensure completion.</li> <li>6. Describe a project that was late and how your efforts brought it back under control.</li> <li>7. Describe your thought process on determining if a risk is worth taking.</li> <li>8. Describe a situation where you were not supported, but took a risk anyway.</li> <li>9. Characterize how you involve others in decision making and why.</li> <li>10. Describe a situation where you took "hits" because of your desire to finish a task.</li> <li>11. Describe you prominent style with others.</li> <li>12. Describe a situation where you disagreed with someone and what you did to ease the tension.</li> <li>13. Describe how you deal with unexpected work assignments and how you manage to achieve the desired results.</li> <li>14. How many hours a day do you put into your work? What were your study patterns at school?</li> <li>15. Tell us about the last time that you undertook a project that demanded a lot of initiative.</li> <li>16. 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?</li> <li>17. Tell us about a time when you demonstrated too much initiative?</li> <li>18. Describe a situation where you felt you had not communicated well. How did you correct the situation?</li> <li>19. Tell us about a recent successful experience in making a speech or presentation. How did you prepare? What obstacles did you face? How did you handle them?</li> <li>20. What was the most useful criticism you ever received?</li> </ol> | <ol style="list-style-type: none"> <li>21. Tell us about a time when you had difficulty learning something? How did you handle that situation?</li> <li>22. Tell us about a time when you took responsibility for an error and were held personally accountable.</li> <li>23. Everyone has made some poor decisions or has done something that just did not turn out right. Has this happened to you? What happened?</li> <li>24. Tell us about setbacks you have faced. How did you deal with them?</li> <li>25. How quickly do you make decisions? Give an example.</li> <li>26. What was your most difficult decision in the last 6 months? What made it difficult?</li> <li>27. Describe a situation in which you had to arrive at a compromise or help others to compromise. What was your role? What steps did you take? What was the end result?</li> <li>28. Tell us about a difficult experience you had in working with details.</li> <li>29. What are some of the major decisions you have made over the past (6, 12, 18) months?</li> <li>30. What kinds of decisions are most difficult for you? Describe one?</li> <li>31. How have you adjusted your style when it was not meeting the objectives and/or people were not responding correctly?</li> <li>32. What sorts of things did you do at school that were beyond expectations?</li> <li>33. Tell us about the most difficult or frustrating individual that you've ever had to work with, and how you managed to work with them.</li> <li>34. What have you done in the past to contribute toward a teamwork environment?</li> <li>35. Describe a situation when you demonstrated initiative and took action without waiting for direction. What was the outcome?</li> <li>36. Give examples of how you have acted with integrity in your job/work relationship.</li> <li>37. Give an example of a time when you made a mistake because you did not listen well to what someone had to say.</li> <li>38. Give me an example of a project that best describes your organizational skills.</li> <li>39. Tell us about a time that you successfully adapted to a culturally different environment.</li> <li>40. Tell us about a time when you had to present complex information. How did you ensure that the other person understood?</li> </ol> |
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## STAR Technique for Behavioral Interviews

- **S**ituation or **T**ask
  - Describe the situation that you were in or the task that you needed to accomplish. You must describe a specific event or situation, giving enough detail for the interviewer to understand.
- **A**ction you took
  - Describe the action you took and be sure to keep the focus on you.
- **R**esults you achieved
  - What happened? How did the event end? What did you accomplish? What did you learn?