

Common Interview Questions

1. Tell me about yourself.
2. What are your strengths/weaknesses?
3. How do you relax?
4. What career/personal goals have you set? How are you planning to achieve them?
5. Tell me about your work experiences. What work experience was the most beneficial?
6. What leadership experience do you have?
7. How do you motivate people?
8. How do you handle annoying people?
9. What has been the greatest challenge in your life?
10. How do you solve conflicts? Give an example of a problem and how you resolved it.
11. What types of situations put you under stress? How do you deal with pressure?
12. Describe a project or situation that best demonstrated your analytical skills.
13. Give an example of a situation in which you failed and how you handled it.
14. What was the most useful criticism you ever received, and who was it from?
15. What college course did you like best? Least? Why?
16. How do you think you have changed since you started college?
17. What were the biggest problems you encountered in college? How did you handle them?
18. What would you change about your college experience? Why?
19. Tell me about an accomplishment in which you take pride.
20. Who or what has had the greatest influence on your career interests?
21. What characteristics do you have to be successful in your field?
22. What are your plans to further your education?
23. Why are you interested in our company?
24. Why do you believe you will be successful in this job?
25. How have your educational and work experience prepared you for this position?
26. What are your expectations of your future employer?
27. What can you contribute to the company?
28. Why are you the best candidate?
29. What does success mean to you?
30. What characteristics are most important in a supervisor?
31. What challenges are you looking for in a position?
32. Are you willing to travel?
33. Are you willing to relocate? What is your geographic preference?
34. Is there anything else you would like to share that has not already been mentioned?
35. Where do you see yourself 5 years from now? 10? 15? 20? 25?

Questions to ask the employer

1. What type of person do you want to hire?
2. Describe a typical day on the job.
3. Describe your experience with the company? How long have you been employed here?
4. What percent of the time would be devoted to the various responsibilities?
5. Who would be my direct supervisor? How much interaction would I have with him/her?
6. What is the organizational structure of this company?
7. How would you describe (the president of the company)?
8. Outside my department, with whom will I work?
9. How would my performance be evaluated? How often?
10. What opportunities are there for advancing within the company?
11. Would you describe the training or orientation provided?
12. Why is the position vacant? (Newly created job? Previous employer leave?)
13. What is the largest challenge facing your staff today?
14. What are the normal working hours? Is overtime expected?
15. What are the travel requirements?
16. How frequently do you relocate professional employees?
17. What new product lines/services have been announced recently?
18. Where do you see the company in 5 years? 10? 15? 20?
19. If I am extended an offer of employment, how soon after this would you like me to start?
20. When can I expect to hear from you?

Note:

Do not ask about salary or benefits during the interview. This will be covered if an offer is extended. If the interviewer asks you about the salary, it is okay to give a range based on your research of the company and the position.