

Interview Questions

1. Take me through a time when you took a product or a project from start to finish.
2. Describe the way you work under tight deadlines or difficult assignments.
3. Describe how you work under tough supervisors or managers.
4. What is your definition of working too hard?
5. Persuade me to move to your city.
6. How do you manage stress or what do you do to unwind?
7. What kinds of opportunities have you created for yourself in your current position?
8. In a team environment are you a:
 - a. Motivator
 - b. A player
 - c. A leader
 - d. An enthusiast
9. In the past three years, what part of your professional skill set have you improved the most?
10. If you were a new employee, what would you do to gain respect from peers in 20, 60 or 90 days?
11. What sort of jobs have you been applying for? Why?
12. What are you looking for in a job? Why?
13. What do you want to achieve in your life?
14. How do you see (our company name) helping you get there?
15. What one thing made you apply for this position?
16. What do you think the job is all about?
17. What are your key strengths with regards to sales?
18. What is your preferred method of contact management?
19. What do you believe are the key traits of a successful bookkeeper?
20. Why did you leave your last job?
21. Tell me about your proudest accomplishments.
22. Describe your ideal supervisor.
23. Describe the worst supervisor you've ever had. (situational)
24. What features of your previous job did you like? (situational)
25. What features of your previous job did you dislike? (situational)
26. What is your greatest weakness?
27. What are your strengths?
28. Describe a time when you were criticized for poor performance. (situational)
29. I'm a little worried about your lack of ...
30. You have a lot of experience. Why would you want this job?
31. Describe a difficult co-worker you've had to deal with. (situational)
32. Describe how you work under pressure, deadlines, etc. (situational)
33. What do you know about our company?
34. What two or three things are most important to you in your job?
35. Why did you change jobs so frequently?
36. What do you think of your previous boss?

37. This is a very high pressure job. Do you think you're up to it?
38. Why do you want to leave your present job?
39. Do you mind routine work?
40. Tell me about one of your failures. (situational)
41. You have too much experience for this job. Why would you want it?
42. You've been with the same company for so many years, how will you cope with a new one?
43. What was it about your last job that bothered you the most? (situational)
44. What motivates you?
45. How creative a problem solver are you?
46. Describe a large mistake you made at your last job? (situational)
47. How would you describe your ideal job?
48. How do you think your present/last boss would describe you? (situational)
49. How would you rate yourself as a leader? A supervisor? An employee?
50. You've worked for yourself now for a while, so why do you want to work for our company?
51. Give me an example of a time when you had to deal with criticism from your boss?
52. What's the most difficult challenge you've faced in your life? (situational)
53. What are you doing now to improve yourself?
54. How would you influence someone to accept your ideas?
55. Could you explain in detail your experience with computer software programs? (situational)
56. Tell me about something your boss did that you disliked. (situational)
57. How do you organize and plan for major projects? (situational)
58. What was the last book you read?
59. Tell us about a personal goal that you still want to achieve.
60. Describe to me your typical workday. (situational)
61. Have you ever been responsible for managing financial budgets or department expenses? (situational)
62. What are the three most important responsibilities in your present job? (situational)
63. Tell me about an unpopular decision you had to make. (situational)
64. Give me an example of when it was necessary to reach a goal within a very short period of time and what you did to achieve it. (situational)
65. Do you consider yourself successful?
66. What would you do with an individual who is very angry and complaining to you? (situational)
67. Tell me about a time when your work performance was low. (situational)
68. Describe a time that you dealt with a stressful work situation. (situational)
69. Describe a time when you reprimanded an employee for poor performance. (situational)
70. Describe a time when you felt you made a poor decision. (situational)
71. Describe an environment that motivates your productivity. (situational)
72. Can we check with your current employer?
73. Describe your management style in dealing with management and coworkers. (situational)
74. What would you find difficult from what you understand about this job?
75. What makes you qualified?
76. How do you handle stress?
77. What was the most frustrating thing in your current/last position? (situational)
78. What do you find most challenging in dealing with customers (clients) or coworkers? (situational)



79. Name the one work characteristic that you'll bring to this job that makes you successful.
80. Why did you leave your last job?
81. I've noticed there was a period of time when you weren't employed. Tell me about it.
82. You've been unemployed for quite a while; why haven't you obtained a job before this?