

Collection Of Job Interview Questions And the Answers





INTRODUCTION

Job interviews are always stressful - even for job seekers who have gone on countless interviews. The best way to reduce the stress is to be prepared. Take the time to review the common interview questions you will most likely be asked. Also review sample answers to the typical interview questions.

It's not enough just to have a perfect resume that communicates who you are and what kind of employee you could be to a potential employer. That's just the beginning of the process. A great resume will set you apart from other candidates and get you selected for an opportunity to interview for that position. Once you receive that call as an invitation for the interview, the rest is up to you.

Because interviewing is a skill, you can only improve your style and acumen with practice. College and university career services offices typically offer mock interviews and interview workshops. But you can always prevail upon family or friends to help you prepare. ASK!!! Ask too for genuine feedback that will be helpful in working out the kinks. Practice is important too in assuaging fears and nervousness. However, a degree of tension is beneficial toward maintaining a level of alertness that causes you to sit up straight and forward in your seat, leaning toward the interviewer. The ideal is to strike a balance between poise/calm and energy/enthusiasm.

The interview is your opportunity to shine. Never assume that the panel knows you or has read your application. It really doesn't take a lot of time to prepare for your next job interview, but it takes a lot of time and effort to get an interview in the first place-so it doesn't make any sense to blow it by not being ready. Investing a little time in the present can pay off big for your job future.





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PART ONE

Interview Questions: Education and Work History

When asked about your prior work history, give specific examples or anecdotes of how your work had a positive impact or result for the company you worked for. Do not lie about anything concerning your work history. Many people before the interviewing panel are tempted to lie about their work experience. They do this to give an impression that they have the experience required for that particular job. With that lie, the hiring managers are forced to ask questions to justify your experience. It is better to tell the truth about your working experience and let employers decide whether to give you the job or not.

The list of common interview questions about education and work history :

Question #1 :

Name of company, position title and description, dates of employment.

Answer :

You'd be surprised how many job applicants fumble when asked about prior employment. Don't be one of them! Refresh your memory prior to the interview by reviewing your resume, so you can speak about your prior work history in detail and accurately.

Question #2 :

What Education Do You Have ?

Answer :

Education and training come in many forms. In addition to colleges and universities, vocational-technical institutions, private career schools, and military schools count heavily. And you can discuss other learning resources such as the following :

- Company training programs you've participated in and what you learned in those training programs.
- Trade or professional journals that you read regularly, online, or in print.
- Professional conferences, seminars, and workshops that you've attended recently (or plan to attend soon), especially those offering CEUs (continuing education units).
- Webinars through which you find new information; many are free.

If you must address your lack of required education, discuss your experience and skills as education. Speak of experience-based knowledge and skills, for instance, and redirect the conversation to your self-teaching efforts.

Assure the interviewer that your degree-less state does not affect your ability to do the job well. Use specific examples from your experience to prove this point

Question #3 :

What do you do to keep up-to-date in your job? How do you improve yourself professionally?

Answer :

Describe your participation in professional associations, seminars, meetings and activities, and Internet professional discussion groups. Say you study professional websites and magazines, look for technical breakthroughs, and seek certifications that document your continued skill building (describe certifications).

Question #4 :

What led you to choose your field of major study?

Answer :

Show how your major is reflective of your natural abilities and passion. Example Answer :

I started out on the business track and took Fundamentals of Accounting my resume year. I loved it. I love the analytical challenge, and I've always had a strong ability when working

with numbers. I decided to be an accountant after that class and am a student member of the state CPA society.

Question #5 :

What did you like or dislike about your previous job?

Answer :

When you're asked what you don't like about your previous job, don't be too negative. Sample Answer :

I enjoyed the people I worked with. It was a friendly and fun atmosphere and I actually enjoyed going into work each morning. I felt the leadership team was great as well.

One of the reasons I am leaving is that I felt I was not challenged enough at the job. As a fresh face in the working world, the company offers a great opportunity for a good entry level position; however, after being there for so many years, I felt I was not able to reach my full potential because of the lack of challenge and there was no room for advancement in the company. While I did enjoy working there and appreciate the skills I developed while with the company, I feel my skill set can be better utilized elsewhere, where my capabilities are more recognized and there is the opportunity for growth.

Question #6 :

What problems have you encountered at work? and how did you deal with them?

Answer :

When you respond, be sure to include a positive outcome to the problems you reference in your answer. Sample answer :

I feel that the best way to deal with any challenges is to meet them head on. When I found that one of my colleagues was saying things that weren't true behind my back, I went to him and talked it through. It turned out that he had misunderstood what I had said, and I was able to set the record straight with him, and my supervisor.

Question #7 :

Have you ever had difficulty working with a manager?

Answer :

Be careful answering questions about previous managers. You don't want to come across as difficult, and you want to cast any past experiences in the most positive light possible.

Question #8 :

Why Did You Resign From Your Job?

Answer :

Example answers :

- *I resigned because there were limited opportunities for advancement and I wanted to further my career.*
- *I graduated from college and resigned in order to find a position where I could use my education and related experience.*
- *To be honest, the position wasn't a fit and I decided it made sense to resign and to refocus my career path.*
- *I resigned from my job because I am interested in a new challenge and an opportunity to use my skills and experience in a different capacity than I have in the past.*
- *My family relocated to this area and my previous employer doesn't have an office here.*



PART TWO

Job Interview Questions About You

What? These are usually the opening questions - but you can expect 'you based' questions to crop up throughout your interview, especially if it's a first interview.

Why? These questions are designed just to find out a bit more about you, your personality, your experience, your knowledge and, of course, your personality. After all, nobody wants to work with someone who they won't get on with. It's as important as your experience. You must market yourself!

Question #9 :

Can you tell me a little about yourself?

Answer :

Firstly, relax! The interviewer just wants you to talk for just a couple of minutes about why you would be good at this job. It's an all-time favorite interview question, although many people hate it, and can be asked in various forms. When you do answer the question, remember to be natural and tell me only the parts about yourself that paint a picture of someone who fits the job you're interviewing for. Example answers :

- *I'm a people person. I really enjoy meeting and working with a lot of different people.*
- *I'm a creative thinker. I like to explore alternative solutions to problems and have an open mind about what will work best.*
- *I'm efficient and highly organized. This enables me to be as productive as possible on the job.*
- *I enjoy solving problems, troubleshooting issues, and coming up with solutions in a timely manner.*

Question #10 :

What is Your Greatest Strength?

Answer :

When you are asked questions about your strengths, it's important to discuss attributes that will qualify you for the job. Sample answers :

- *When I'm working on a project, I don't want just to meet deadlines. Rather, I prefer to complete the project well ahead of schedule.*
- *My time management skills are excellent and I'm organized, efficient, and take pride in excelling at my work.*
- *I pride myself on my customer service skills and my ability to resolve what could be difficult situations.*

Question #11 :

You seem over-qualified for this job, can you tell me why you are interested?

Answer :

The interviewer is challenging you! They want to see if you are REALLY interested in this position and they want reassurance that you won't get bored and leave. You must show them your interest in this job, and your answer should show how your qualifications and experience bring value to the role. Demonstrate your enthusiasm and play down any idea of this job being a 'backward step'.

Question #12 :

How Would You Describe Your Work Style?

Answer :

When you are asked about how you work during an interview, it's important to impress the interviewer with your competency and accuracy, rather than just your speed. Sample Answers

- *I am very focused on my work, and consequently, am able to work quickly.*
- *I keep a steady pace, and check my work as I go along, to prevent mistakes from snowballing.*
- *Because I am very organized, I am able to accomplish a lot in a limited amount of time.*

Question #13 :

What is Your Greatest Weakness?

Answer :

When you're asked what your greatest weakness is, try to turn a negative into a positive.

Sample answers :

- *Being organized wasn't my strongest point, but I implemented a time management system that really helped my organization skills.*
- *I like to make sure that my work is perfect, so I tend to perhaps spend a little too much time checking it. However, I've come to a good balance by setting up a system to ensure everything is done correctly the first time.*
- *I've learned to make my perfectionism work to my advantage at work. I am excellent at meeting deadlines, and with my attention to detail, I know my work is correct.*

Question #14 :

How do you handle stress and pressure?

Answer :

Now days doing job is very hectic and the employee or executive have to bear lots of stress and pressure. The person who be able to handle this sort of pressure can survive the job successfully, otherwise there is no place for them. So this is a typical interview question can be asked to get a sense of how you handle stress and pressure on the job. There are some examples of good responses include:

- *This one could be the best answer that actually I work better under pressure and enjoy working in a challenging environment.*

- *I am be able to handle the stress and pressure because I know how to differentiate between the good stress and bad stress. I can make the correct balance between good stress and bad stress. So stress is very important to me.*
- *To eradicate the stress I visit daily to the gym. By doing some exercise I remove all my stress, because I think it is the best mean to handle the stress and pressure.*

Question #15 :

Describe your work ethic?

Answer :

Work is worship for me and my company is my temple. I do my work for the benefits to the organization. I believe in hard working with excellent use of my talent, skills and experience. My dedication and commitment is towards my company.

Question #16 :

What is your ideal job?

Answer :

Beware! This is a trapping question mostly asks to the interviewee to measure their career by time scale (at what point in your career?). So before answering you should analyze your career on the time scale measured by you, because you determine what do you want to be in future. You can count your strength before them and according to it deliver your answer.

A poor answer will trigger a probing follow up that puts pressure on the interviewer to justify a daft response while a good answer need nothing to probe and the interviewer can move on to other question. A good answer may be like, *"I'd like to become an expert in my field (state function if relevant), where I'm able to use my skills and abilities to make a real difference to the company's performance."*

Question #17:

What do you look for in a job?

Answer :

Best answer : *“I want to be recognized by my working performance, knowledge, skills, dedication and talent.”*

Question #18 :

What Motivates You?

Answer :

The interviewer is trying to understand the key to your being successful in the job he is interviewing for, and wants to make sure it's a good fit.

Your response will vary based on your background and experiences, but, you will want to share your enthusiasm and what you like(d) best about your job. Example answers :

- *I have always wanted to ensure that my company's clients get the best customer service I can provide. I've always felt that it's important, both to me personally, and for the company and the clients, to provide a positive customer experience.*
- *I have spent my career in sales, typically in commission-based positions, and compensation has always been a strong factor in motivating me to be the top salesperson at my prior employers.*

Question #19 :

What are your salary expectations?

Answer :

Before you start talking pay (and salary negotiations) with a prospective employer, you need to find out how much the job (and you) are worth. You will need to take the time to research

salaries. That way you will be prepared to get what you're worth and to get a job offer that's realistic and reasonable.

Once you know what you should be earning, how do you go about getting it? Start by being very patient. When interviewing for a new position, do your best not to bring up compensation until the employer makes you an offer. If you're asked what your salary requirements are, say that they are open based upon the position and the overall compensation package. Or tell the employer you'd like to know more about the responsibilities and the challenges of the job prior to discussing salary.

Question #20 :

Why should you be hired?

Answer :

When the interviewer asks "If the people who know you were asked why you should be hired, what would they say?" he or she wants to know what your perception is of what others think about your qualifications and abilities. Sample Answer :

- *I'm sure if you asked my friends that question they would say you should hire me because I have the skills outlined in the job description and I bring 10+ years of expertise to this position. Words they've used to describe me are: hard working, professional, trusted and a team player.*

Question #21 :

Do you prefer to work independently or on a team?

Answer :

The interviewer wants to know if you're a team player or would rather work on your own.

Best answer :

- *I am equally comfortable working as a member of a team and independently. In researching the LMN company, your mission statement and the job description, I could see similarities to my previous position where there were some assignments that required a great deal of independent work and research and others where the team effort was most effective. As I said, I'm comfortable with both.*

Question #22 :

What type of work environment do you prefer?

Answer :

When you are asked about work environments, your best bet is to say you're flexible because, at this stage in the interview process, you don't know what it will be like working for the company. Sample answer :

- *I can be flexible when it comes to my work environment. What is the environment in the Engineering department here at RRS, Inc? (Once they've described the work environment, include key phrases they've used when you describe your preferred work environment).*

Question #23 :

Why do you think you will be successful at this job?

Answer :

The interviewer is concerned as to whether you see this as a career move, or stop-gap employment. Sample answer :

- *As my resume reflects, I have been successful at each of my previous places of employment. My research of your company, the job description outlined, and the information we've exchanged today, lead me to believe I have the skills and experience for which you are looking; and I'm eager to be a contributing employee.*

Question #24 :

Tell me about a time that you participated in a team, what was your role?

Answer :

Companies, for the most part, do not want "Lone-Rangers" - - they are looking for employees who will adapt to the company culture and get along with others. Sample answer :

- *In high school, I enjoyed playing soccer and performing with the marching band. Each required a different kind of team play, but the overall goal of learning to be a member of a group was invaluable. I continued to grow as team member while on my sorority's debate team and through my advanced marketing class where we had numerous team assignments.*



PART THREE

Job Interview Questions About the New Job and the Company

When you're asked what interests you about the position you are interviewing for, the best way to respond is to describe the qualifications listed in the job posting, then connect them to your skills and experience. That way, the employer will see that you know about the job you're interviewing for (not everyone does) and that you have the qualifications necessary to do the job.

Question #25 :

Why Do You Want to Work Here?

Answer :

The obvious answer that comes to mind is, "Because you have an opening, and I need a job." While this may be true, it won't earn you any points in a job interview. The interviewer is looking for an answer that indicates you've thought about where you want to work -- that you're not just sending your resume to any company with a job opening. Researching the company and industry before your interview will make you stand out as a more informed and competent applicant. Sample answer :

- *Based on the research I've done, this company is an industry leader. When I visited your Web site, I found some impressive information about future projects you have planned. I was also impressed with the founders' backgrounds and the current*

financial statements. This is the company I've been looking for, a place where my background, experience and skills can be put to use and make things happen.

Question #26 :

What Can You Do for This Company?

Answer :

First of all, be sure to have researched the company prior to the interview, so you are familiar with the company's mission. Respond by giving examples why your education, skills, accomplishments, and experience will make you an asset for the employer.

Question #27 :

Why Should We Hire You?

Answer :

The best way to respond is to give concrete examples of why your skills and accomplishments make you the best candidate for the job. Take a few moments to compare the job description with your abilities, as well as mentioning what you have accomplished in your other positions. Be positive and reiterate your interest in the company and the position.

Question #28 :

What do you know about this company?

Answer :

Prepare in advance, and in a word, research, so, you can provide relevant and current information about your prospective employer to the interviewer. Start by researching the

company online. Review the "About Us" section of the company web site. Google the company, read blogs that mention it, and check Discussion Boards and social networking sites.

If you're a college graduate check with the Career Office at your school to see if you can get a list of alumni who work for the company. That's an ideal way to get an insider's view of the employer, and to get information that might not be available elsewhere.

Question #29 :

Why do you want to work here?

Answer :

Compare your goals with objectives of the company and the position, then reiterate why you would be an asset to the employer. Let the interviewer know what you can do for the company, if you get a job offer. Sample answers:

- *This company is internationally known for its (widgets), and my experience in the (marketing/planning/production/etc.) of (widgets) has me intrigued by the opportunity this position presents.*
- *The businesses in this area are known for their commitment to the community, and I would like the opportunity to participate in making this a better place to live.*
- *I am a (widget) connoisseur, and would love the opportunity to share my enthusiasm for (widgets) with customers.*

Question #30 :

What challenges are you looking for in a position?

Answer :

The best way to answer questions about the challenges you are seeking is to discuss how you would like to be able to effectively utilize your skills and experience if you were hired for the

job. You can also mention that you are motivated by challenges, have the ability to effectively meet challenges, and have the flexibility and skills necessary to handle a challenging job.

You can continue by describing specific examples of challenges you have met and goals you have achieved in the past.

Question #31 :

What can you contribute to this company?

Answer :

The best way to answer questions about your contributions to the company is to give examples of what you have accomplished in the past, and to relate them to what you can achieve in the future. Describe specific examples of how effective you have been in your other positions, change you have implemented, and goals you have achieved. Talk about the depth and breadth of related experience that you have. Example answers :

- *I'm a hard worker with the experience to get things done efficiently.*
- *I can contribute my organizational skills and my ability to work well in a group.*
- *I have the experience, contacts, and knowledge to contribute to the rapid growth of this business.*
- *I am experienced in the areas this company needs to grow, and my ability to plan ahead will help facilitate that growth.*

Question #32 :

Are you willing to travel?

Answer :

When you are asked about your willingness to travel during an interview, be honest. There's no point in saying "yes" if you would prefer to be home five nights a week. It is perfectly acceptable to ask how much travel is involved. That way, you can weigh how much you would need to be on the road and make an educated decision as to whether the amount of travel required fits in with your lifestyle.

Question #33 :

How long do you expect to remain employed with this company?

Answer :

When you respond, be sure to frame your response so that it's positive. I've heard applicants say that they only want the job for a short amount of time or are planning to relocate or go back to school. Responses like that aren't going to impress the hiring manager who is looking to hire a long-term employee. Example answers :

- *I believe that this company has the capacity to offer me a rich and satisfying career, and I would like to remain employed here for as long as I am having a positive impact.*
- *I would like to pursue my career here for as long as I have the opportunity to.*
- *I would like to remain employed here for as long as my services are needed.*

Question #34 :

Is there anything I haven't told you about the job or company that you would like to know?

Answer :

It's your turn! As the interview comes to a close, one of the final questions you may be asked is "What can I answer for you?" Have interview questions of your own ready to ask. You aren't

simply trying to get this job - you are also interviewing the employer to assess whether this company and the position are a good fit for you.

Here are questions to ask the interviewer so you can ensure the company is a good match for your qualifications and interests:

- *How would you describe the responsibilities of the position?*
- *How would you describe a typical week/day in this position?*
- *Is this a new position? If not, what did the previous employee go on to do?*
- *What is the company's management style?*
- *Who does this position report to? If I am offered the position, can I meet him/her?*
- *How many people work in this office/department?*
- *How much travel is expected?*
- *Is relocation a possibility?*
- *What is the typical work week? Is overtime expected?*
- *What are the prospects for growth and advancement?*
- *How does one advance in the company?*
- *Are there any examples?*
- *What do you like about working here?*
- *What don't you like about working here and what would you change?*
- *Would you like a list of references?*
- *If I am extended a job offer, how soon would you like me to start?*
- *What can I tell you about my qualifications?*
- *When can I expect to hear from you?*
- *Are there any other questions I can answer for you*

Questions NOT to Ask

- *What does this company do? (Do your research ahead of time!)*

- *If I get the job when can I take time off for vacation? (Wait until you get the offer to mention prior commitments)*
- *Can I change my schedule if I get the job? (If you need to figure out the logistics of getting to work don't mention it now...)*
- *Did I get the job? (Don't be impatient. They'll let you know.)*

PART FOUR

Job Interview Questions About the Future

Question #35 :

What are your goals for the next five years / ten years?

Answer :

The best way to respond to the interview question "What are your goals for the future?" or "Where do you see yourself in five years?" is to refer to the position and the company you are interviewing with. Don't discuss your goals for returning to school or having a family, they are not relevant and could knock you out of contention for the job. Rather, you want to connect your answer to the job you are applying for. Examples of good responses include:

- *My long-term goals involve growing with a company where I can continue to learn, take on additional responsibilities, and contribute as much of value as I can.*

- *I see myself as a top performing employee in a well-established organization, like this one. I plan on enhancing my skills and continuing my involvement in (related) professional associations.*
- *Once I gain additional experience, I would like to move on from a technical position to management.*

Question #36 :

How do you plan to achieve those goals?

Answer :

As a follow-up to the interview question "What are your goals for the future?" the interviewer will often ask how you plan on achieving those goals. A good answer to this question will speak specifically about what you are going to accomplish and how you are going to accomplish it. Examples of good responses include:

- *I plan on gaining additional skills by taking related classes and continuing my involvement with a variety of professional associations.*
- *I noticed that XYZ company (the company you are interviewing with) provides in-house training for employees and I would certainly be interested in taking classes that would be relevant.*
- *I will continue my professional development by participating in conferences, attending seminars, and continuing my education.*

Question #37 :

What will you do if you don't get this position?

Answer :

When you're interviewing for an internal position within your company, you may be asked what you will do if you don't get the job. The interviewer wants to know whether you are concerned about just the advancement opportunity or the company. Best example answer :

- *I am committed to this company and its advancement so, should I not be selected, I will work with and support whoever might get selected. However, I do feel that my experience in the department and with the team would make me the best candidate.*

PART FIVE

Questions by Career Fields and Industries

In addition to the general interview questions applicants are typically asked at job interviews there are also job specific interview questions that candidates will be expected to answer. Rather than asking about strengths and weaknesses, leadership and communication skills, and similar types of questions focused on your personal attributes and abilities, these types of questions are designed to discover whether you have the knowledge required to do the job.

Accounting

With which accounting applications are you most familiar?

In what aspects of hands-on accounting did you participate?

Can you give me examples of the accounting reports you have prepared?

Can you describe any accounting process that you have developed or revised?

What do you consider to be the biggest challenge facing the accounting profession today?

What cost-cutting measures have you been responsible for implementing?

Can you discuss your experience in financial analysis of company/ad hoc projects?

Can you describe the expense forecasting for which you have been responsible?

What role did you play in the audit process?

Which management reports have you prepared?

Can you discuss your experience in tax planning and preparation?

How do you stay updated on all the accounting rules and techniques?

Using the Internal Revenue Service rules, what criteria differentiate a consultant from an employee?

Have you experienced handling an invoice discrepancy? If so, how did you resolve the discrepancy?

Can you tell the difference between billable and nonbillable expenses?

Can you explain the relationship between cost accounting, financial accounting, and managerial accounting?

Receptionists

How would you go about making a visitor feel welcome to the company?

How would you handle answering a phone caller's question with five other lines ringing?

How did our receptionist greet you? Would you have done anything differently?

Can you give an example of how you dealt with a difficult situation/caller?

Why do you think enthusiasm is an important requirement for being a receptionist?

What is the most irritating aspect of a receptionist's job?

How would you respond to the following: Upset caller? Upset supplier?

Upset employee?

Give us an example of a difficult situation and how you handled it.

What three things most likely would make you angry with a caller?

How would you handle a person who has to wait a long time for a scheduled appointment?

Above all else, what character quality do you think is the most important for a receptionist?

How would you handle an interruption from a visitor with an urgent request?

How would you handle a caller while a visitor is standing before you?

What is more important to handle first – internal or external demands on your time?

How would you handle multiple demands from your managers?

Can you tell us about a time you found it necessary to be abrupt with a person to finish your task?

What is the most stressful experience you've had as a receptionist, and how have you handled it?

If your boss was working in his office and had asked not to be disturbed, what would you tell a caller asking for him?

Administrative assistants and secretaries

Are you comfortable using a phone with multiple lines and handling a high volume of telephone calls?

How would you feel supervising two or three other employees? What do you expect from a supervisor?

What did you dislike the most about working in an office environment?

This office has an official dress code. Have you reviewed our code and are you comfortable with it?

Do you have experience making national and international travel arrangements?

Were you involved in the budgeting and financial planning of the projects that you handled?

Have you handled procurement or hiring of suppliers or vendors in your previous jobs?

What process do you follow in receiving and filing incoming letters?

Can you give me an instance of an assignment, which you have recently worked on, that involved the learning of a fresh technical development?

Could your work presentation be improved by incorporating new technological knowledge and developments?

What is your experience with software used in your job? What resources do you use when faced with a computer problem?

Have you ever used software to make a work-associated presentation?

Are you acquainted with Microsoft Outlook? MS Word? MS PowerPoint? MS Excel?

What is your typing speed?

What is your knowledge with meeting planning and calendar maintenance?

How do you organize and schedule a meeting?

If I asked you to plan a meeting and cover all aspects of the meeting, what would you do?

Can you name the factors to consider in determining the suitable preservation period for records?

What actions can you take to make the retrieval of records easy?

Can you tell me your experience in managing an off-site records storeroom?

What are the significant service requirements in using a contract facility for off-site records storage?

Tell me about the last job you did that concerned record keeping or bookkeeping?

How would you “file” computer files? Can you explain your knowledge of the digital filing system?

In what circumstances have you used social media? Google Plus? Twitter?

What is the reason for a records retention schedule?

What types of records would be measured as very important records for an organization?

What are the responsibilities of an executive secretary to a CEO?

Describe a situation when you had to handle multiple interactions simultaneously. What did you do?

Aircraft pilots

You find your captain drinking before a flight. How will you handle this?

You are talking to the captain and you smell alcohol. Although you didn't see him drinking, what would you do?

The aircraft is loaded well beyond gross weight, but the captain tells you that he does this all the time and the aircraft will fly. What do you do?

If you were a professional pilot and had an early morning trip, how would you prepare yourself for it?

What are some of the limitations of your aircraft and yourself?

You smell smoke in the cockpit. What initial action should you take?

How would you fly this airport's SID?

Have you ever had an in-air emergency; if so how did you handle it?

What is the importance of proficiency in several languages for a pilot?

Can you obtain ground reverse/braking thrust from propellers?

What is propeller feathering, and why is it used?

How would you overtake (in the air) another aircraft at the same altitude and direction of flight?

Who has the right of way on the ground?

Can you explain stress analysis?

What is the requirement to become a professional engineer (PE) in the field of aerospace?

What is your definition of CRM (crew resource management)?

What is the pattern altitude of jet aircraft and what is the maximum speed at 10,000 feet?

Can you explain the differences between aeronautical engineering and astronautical engineering?

What is V1 (takeoff decision speed)?

Can you define balanced field length?

What would you do if you saw a passenger being abusive to a member of the cabin crew?

What do you think poses the greatest threat to airline security today?

Can you discuss the most significant business issue currently affecting the airline industry and what measures you think this airline is taking in response to its effects?

Teachers

What motivated you to become an educator?

How do you motivate students? What would you do if you realized that your approach wasn't working or wasn't as effective as you wanted it to be?

What have you found to be the toughest aspect of classroom management?

How do you develop curriculum? What would you do if you realized that your curriculum wasn't effective?

How do you evaluate a student's performance? How can you tell if a student is "getting" the material? Or if not "getting" the material, how would you deal with the latter?

How do you individualize learning in a classroom of students with different learning styles and needs?

How do you handle students with consistent behavior problems?

Can you describe a time that you deviated from your lesson plan for a "teachable moment"?

Do you believe that humor has value in the classroom? If so, how do you use it to the advantage of your teaching message?

How do you give your students recognition? Do you think a student can have too much recognition?

How do you encourage students to learn?

How do you prefer to use computers in the classroom?

If a student came to you and said, "None of the other students like me," what would you say?

How would you handle a child who seems gifted but is a discipline problem?

How would you handle making a difficult phone call to a parent?

How would you work with parents who disagree with your teaching style or assessment of their child?

How do you involve parents in the learning process?

What is your view of the role of a principal (or other administrator)?

Engineers and engineering technicians

Can you describe the most significant written technical report or presentation you had to complete?

Can you tell me about your greatest success in using the principles of logic to solve an engineering problem in your last job?

Can you give me an example of a time when you applied your ability to use analytical techniques to define problems or design solutions?

To what extent has your engineering background required you to be skilled in the analysis of technical reports or data?

Can you describe a time when you used your engineering knowledge to solve a problem for which there appeared to be no answer?

I expect the engineer who I hire for this position to be precise – detail- oriented in everything he or she does. What checks and balances do you use to avoid mistakes?

Some of the best-engineered ideas are born of an individual's ability to challenge conventional thinking. Can you tell me about a time when you were successful in doing this?

Do you have any patents? If so, can you tell me about them? If not, is it something you see yourself pursuing, and why or why not?

What factors would you consider in building an engineering department from scratch?

To whom did you turn for help the last time that you ran into a major technical wall, and why did you choose that person?

In the field of engineering, priorities often change quickly. Can you give me an example of a time when that happened? How did you handle it?

What software do you really, really know?

Are you keeping pace technically and technologically? How?

Financial analysts and sales agents

What are the headlines in today's Wall Street Journal?

What do you read regularly on the industry?

What did the Dow, S&P, or NASDAQ close at yesterday?

What stocks do you follow and why? (Be prepared to discuss each stock's performance.)

What are some differences among financial consulting firms that are important to you?

What were the sales and profitability of your last financial services employer?

Are you a financial generalist or specialist? Where do you see yourself specializing?

What is an interest rate swap?

What is DCF? How do you calculate the discount rate?

How do you determine if a stock is undervalued?

How would you price the stock for an IPO?

What is the yield on a zero coupon bond trading at par with ten years to maturity?

What is working capital? Quick ratio? Free cash flow?

What do you want to do and why – M&A, capital markets, or corporate finance?

Why pick corporate finance as opposed to sales and trading?

What makes you think you can sell stocks?

Why choose selling debt vs. selling equity?

What particular markets or instruments are you interested in? Why?

What processes did you use to evaluate financial risk?

Our division is thinking of introducing a new product. How would you go about determining whether this is a good idea?

How would you value our company for a potential sale, spin-off, or liquidation?

Hotel and restaurant personnel

If you needed to organize a party or meeting for customers, how would you go about it?

How do you resolve conflict with customers or staff members?

Have you ever stayed/dined here? What do you think about our services and staff?

What do you know about our company?

What does customer service mean to you?

What do you understand about the term hospitality?

If a guest were upset, what would you do to regain the guest's goodwill?

How do you greet a high-profile customer and escort the customer to his or her restaurant seat?

How would you help build repeat business?

What steps have you taken in your previous hotel/restaurant management job for cost-cutting?

How many languages do you speak?

Cooks and food prep workers

How would you describe your style and values in cooking?

What trends/schools, if any, have influenced your development as a chef?

What, if anything, do you believe is unique about your cooking?

Tell me about experience(s) you have in designing your own dishes. How was it/were they received by diners? How do you know?

Describe a situation in which you had a cooking disaster in a restaurant or other kitchen, with hungry patrons waiting. What did you do to cope/rectify it?

Can you give me some examples of how you manage costs in your kitchen without compromising quality and freshness?

Software engineers, programmers, and other IT specialists

What is your experience with enterprise disaster recovery?

Can you describe the maintenance and administration practices that you utilized to ensure effective performance of the corporate VOIP/WAN/IT?

Have you been responsible for the budget of company IT systems? Can you tell us how you monitored costs, business plan, and cash flow?

How do you keep yourself updated with technology?

Can you tell us about your experience in developing or maintaining an Internet site?

How can our company effectively manage our investment in personal computers and mobile devices?

Tell us about a difficult or complex programming assignment you've had. What steps did you take and how successful were you?

What techniques and tools can you use to ensure that a new application is as user friendly as possible?

How would you compare the use of a mainframe system versus a personal computer system?

What are the factors to consider in establishing a web presence?

Can you tell me about your experience with network administration?

What has been your experience in developing apps?

What various tools and measures can be implemented to secure data?

Does a business analyst need domain expertise?

Can you explain the term system design document (SDD)?

Let's suppose that you work for Happy City and it has recently implemented a website. Can you name some of the means by which a website may be used to improve communication with the citizens and encourage community involvement?

Have you had an experience when you, as a technical person, have had to work with nontechnical types to complete a project? Did you find the situation frustrating? If so, in what way? How did you finally work together?

You have been given the assignment to develop a training program for a new application. Approximately 30 staffers will require training. What steps will you take in developing the training?

Your assignment is to prepare the specifications to purchase a new application. What will you do?

What are some of the hot topics that technology professionals are talking about?

We need to publish a new brochure. How would you approach this task?

How would you define SEO and SEM?

What is your previous SEO history like? Can you give examples of rankings you've achieved?

Which blogs and websites do you follow daily to keep up-to-date and why?

Do you know who Matt Cutts is?

Which Google products do you use?

Which SEO tools do you prefer?

Do you use any type of web analytics?

What is a PageRank?

What is a NoFollow attribute?

How do you rate your HTML hand-coding skills?

Why is a sitemap important and how would you make search engines find it quickly?

Do you know anything about robots.txt?

How would you track the number of a website's outlinks?

Police officers

How do you feel about carrying a gun and possibly having to take someone's life in the line of duty?

What are the sources of stress in your personal and professional life? How do you manage this stress?

As a police officer, suppose you catch your friend doing something illegal. How would you handle the situation?

What is the importance of building relationships with colleagues in your professional life?

How do you handle conflict situations? Are your techniques successful?

Attorneys

Do you think your law school grades are an accurate reflection of the kind of work you will do as an attorney?

What types of cases do you usually take on, and what types of cases do you feel most passionate about?

How much preparation on files for trial do you do?

If we take a 15-minute break, can you present a closing argument based on the following x-y-z set of facts?

In your last corporate attorney leadership role, you had a large staff. Can you work without such a large staff?

How would you react if a judge threatened you with contempt of court, but your information was vital to winning your case?

What have previous employers said about your legal-writing skills?

What does negligence mean?

Why do you want to practice at a big firm?

How versed are you in bankruptcy law?

You've gone back and forth between plaintiff work and insurance defense. Which is your real interest?

What section of the x,y,z code would you change if you could?

Do you watch lawyer shows on TV? If so, other than entertainment value, what do you think of their presentation of a lawyer's work life? And which shows are your favorites? Why?

How would you have decided X case?

How would you placate a business client who's complaining about the firm's performance issues and threatening to leave?

Can you bring new accounts to this firm?

How would you educate a client regarding the liabilities of employment discrimination?

What would you do if a client tells you he is going to lie during his trial testimony?

How many depositions have you taken?

How many court appearances have you made?

Who was the worst client you ever had? Why?

Partway through litigation, your client decides to get another lawyer and demands you return all fees. What is your response?

Paralegals

How good are your analytical and research skills in law and legal procedures?

How have previous employers rated these skills?

Can you describe an instance when you interacted with a client while the law team was busy dealing with cases and you were required to fill in?

Although you are interviewing for your first paralegal job, how has your paralegal training prepared you for it? Can you be specific, matching coursework with specific skill requirements outlined in our job post?

As a candidate for this banking paralegal position, can you describe a typical day in your previous position? Can you include common banking terms and procedures?

What area of law appeals to you?

Managers

How do you reinforce behavior you want repeated?

How do you develop untapped potential in your staff?

How do you build and maintain morale with your staff in a nonmonetary way?

How do you demonstrate that you value people for who they are, as well as for what they accomplish?

What are the primary management styles? Describe each. Which is your predominant style? How have you applied those characteristics? What successes and shortcomings have you experienced with your management style?

Marketing managers

Can you give us an example of a marketing brief you developed for a recent marketing project or program?

Can you give an example of how you have effectively used digital marketing tools?

Can you give me an example of a campaign that did not work out as you had planned?

What factors do you consider the most important when attempting to influence consumer behavior?

Are you familiar with our target market?

What do you use to find out if your marketing plan is working?

What do you consider the five most important aspects of successful marketing?

How do you feel about PPC (pay per click) advertising?

Do you subscribe to a particular marketing belief or methodology?

Can you describe your most successful marketing campaign?

What is the difference between marketing of service and product?

What is the important factor in service marketing?

Nurse

Can you tell me about the last time an upset family member irritated you and how you handled it?

Can you describe what a good day of care for a hospice patient would be?

What is it about this job that excites you, and how do you relay that excitement to patients in your care?

How do you respond to crabby people in pain?

Approximately how old were you when you decided to become a nurse?

Were there any defining moments that helped you decide to become a nurse?

If you encountered a patient who was uncharacteristically upset and/or difficult, what would you do?

If a patient has just expired and the family unknowingly has just arrived at the facility, how would you handle the unexpected dilemma?

Mrs. Jones is in the facility for a fractured hip. She constantly seeks attention by putting on the call light, pretending to be in pain. You pass by the room and hear her crying. What is your response?

How do you react to a sense of being overwhelmed with unfinished work ten minutes past your shift deadline when you find a new patient in need?

What would you do if you saw another nurse stealing from a patient?

How often do you think a charge nurse or director of nursing needs to be on the unit?

After an extremely demanding day with a patient who required much attention, a family member aggressively approaches you and accuses you of negligence and calls you nasty names. How do you handle this?

How would you go about making a hospital visitor feel welcome?

If needed, would you like to work another position, or would you rather not be cross-trained?

How do you make seamless transitions on shift changes?

The schedule shows eight nurses assigned, but only five show up. How does that make you feel? What would you do?

Retail salespersons, department managers, and store managers

What is good customer service?

Why do customers shop at this store?

A coworker is rude to customers. What would you do?

A customer wants to pay for \$15 worth of merchandise in quarters. Do you accept it?

A customer wants to return a package of food that is open and half gone. What would you do?

How do you go about familiarizing yourself with the products you sell?

How would you greet your customer? Can you give me a sample greeting?

How would you soothe an angry customer?

Sell me a product. How would you do it?

How can you increase the sales of my store?

Can you explain the importance of body language in a retail job?

I am your customer and I am asking for a product that is out of stock. Can you demonstrate how you will convey this fact to me?

I am your customer and I am asking for a discount of 10 percent, but you cannot grant more than 8 percent. How will you explain that to me?

How important is customer satisfaction to you in doing your job?

How will you remember the location of different merchandise in the store? Any ideas?

Can you describe a time when you had to handle a difficult customer?

What kind of training/induction/orientation were you given in your previous job?

What was your sales target? Were you able to achieve it?

What kind of customer complaints have you ever received? How did you handle them?

If this position requires you to handle money, are you ready to accept the responsibility? Will you sign a background screening check permission form?

How do you feel about the philosophy of the customer always being right?

How do you respond if you know the customer is wrong?

Salespersons

Are you comfortable placing cold calls to leads and existing clients?

In what ways do you maintain contacts and business relationships with clients and vendors?

Is quota a bad word for you? Does this word irritate or scare you?

How would you handle achieving a very high quota the first 90 days?

Can you describe your experience with corporate sales?

This job covers a large territory. How much travel time are you willing to commit to being a road warrior?

In the past, how did you expand your customer base?

How well do you know your way around the western United States?

How would you sell to a doctor who you can't meet face to face?

What have you done as a sales manager to organize a new sales force?







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