

# **SAMPLE** **INTERVIEW QUESTIONS**

## **PREVIOUS EMPLOYMENT / FUTURE EMPLOYMENT**

- Describe your present responsibilities.
- What previous job was most satisfying and why?
- What previous job was the most frustrating and why?
- In what kind of environment would you like to work?
- With what kinds of people would you rather not work?
- What kinds of responsibilities would you like to avoid in your next job?
- What are two or three examples of tasks that you do not particularly enjoy doing? Indicate how you remain motivated to complete those tasks.
- Tell me about a work situation that irritated you.
- If I call your references, what will they say about you?
- Tell me about a “significant accomplishment” in your work experience when you were positively recognized.
- What do you like most/least about your present job?
- What do you do at your present job that requires you to use organizational skills?
- If you could change things in your present job, what would you change and why?
- If you were the supervisor in your present job, what would you do differently and why?
- What were some of the things you particularly enjoyed when you were working for your previous employer?
- What were some of the things about your job that you found more difficult to do?
- Was your former company a good place to work in terms of advancement opportunities and effective supervision? Why or why not?
- What would your former supervisor say about you if we called him/her and described the position requirements?
- Were you satisfied with the progress you made in your last job?
- How would your present supervisor or a college professor describe you?
- Why did you choose the career for which you are preparing?
- What do you think it takes to be successful at PVAMU?
- In what ways do you think you can make a contribution at PVAMU?
- What do you know about PVAMU?

- Why did you decide to seek a position with PVAMU?
- What two or three things are most important to you in a job?
- Are you seeking employment in a company of a certain size? Why?
- What criteria are you using to evaluate the company for which you hope to work?
- Do you have a geographical preference? Why?
- Will you relocate?
- Are you willing to spend six months as a trainee?
- Why do you think you might like to live in the community in which PVAMU is located?

## **CHARACTER / INTEGRITY**

- Discuss a time when your integrity was challenged. How did you handle it?
- If you could buy one skill, what would it be and why?
- Have you ever disagreed with policy/procedure? How did you handle it?
- What kinds of people annoy you?
- Tell me about a time when you felt you were right but knew that your position would not be followed. How did you handle the situation?
- What has been the most difficult project you have ever had to complete?
- Tell me about a situation in which you had to go above and beyond the call of duty in order to get a job done.
- Were/are you entrusted with confidential information in your current/last job?
- How would you describe yourself?
- What motivates you to put forth your greatest effort?
- How do you determine or evaluate success?
- What would you do if someone asked you to do something unethical?
- Give me an example of a time you experienced a loss for doing what is right?
- Have you ever asked for forgiveness for doing something wrong?
- In what business situations do you feel honesty would be inappropriate?
- If you saw a co-worker doing something dishonest, would you tell your boss? What would you do about it?
- Tell me about a time when you were under pressure to complete a task. Why were you under pressure and how did you deal with the situation?
- Tell me about a time when you had to do the same task over and over again. How did you deal with it?

- Tell me about a stressful situation at work. What made it stressful to you and how did you handle the situation?
- How would your present supervisor describe you?
- From your understanding of the job, what assets do you feel you would bring to the job?
- Give me an example of an accomplishment that has given you the most satisfaction. Why?

## **PERSONALITY / TEMPERAMENT / ABILITY TO WORK WITH OTHERS**

- What brings you joy?
- Give me some examples that demonstrate your ability to adapt to a wide variety of people, situations, and environments.
- What type of people do you most enjoy working with?
- What have been your biggest problems in working with people?
- Describe a situation where you had to work with a difficult person. How was the person difficult and how did you handle it?
- Describe a time when your ability to use good judgement was important in a difficult work situation.
- If you took out a full-page ad in the newspaper and had to describe yourself in only three words, what would those words be?
- Describe what a person needs in order to be a good \_\_\_\_\_ (position)?
- Describe ways you found to make your current or previous job easier. More fulfilling?
- How would you describe your personality?
- Give me an example of when you had to resolve a conflict with a co-worker or client? How did you resolve it?
- Have you worked as a member of teams in the past? Describe the situation for me.
- What are the advantages and disadvantages of working on a team?
- Give me an example of how you have worked effectively with people to accomplish an important result.
- Tell me about a team project of which you are particularly proud.
- Tell me about some of the teams that you have had to get cooperation from. What did you do?
- Tell me about the best boss you ever had. Now tell me about the worst boss. What made it tough to work for him or her?
- Give me an example of when you have had to work under pressure. What was the circumstance and how did you deal with it to accomplish your goals?

## **GOALS**

- In which areas do you feel you would like to develop yourself?
- How do you track progress on projects for which you are responsible?
- Have you taken any steps in the past year to improve your skills or performance?
- How do you measure your own success?
- What challenges are you looking for in a position?
- What motivates you most?
- What responsibilities do you want, and what kinds of results do you expect to achieve in your next job?
- What are you most proud of?
- Do you consider yourself a risk-taker? Describe a situation in which you had to take a risk.
- Give me an example of a time you made a sacrifice to improve yourself.
- Looking into the future, what changes and developments do you anticipate in your particular field?
- What are your long range and short range goals and objectives? (Business/career related)  
When and why did you establish these goals? How are you preparing yourself to achieve them?
- What are the most important rewards you expect in your business career?
- What do you hope to gain from this job?
- How do you feel we can meet your career objectives?
- Why do you think you will be successful at PVAMU?
- What will you be looking for in this job that you do not find in your present job?
- What do you see yourself doing five years from now?
- What do you really want to do in life?
- What are your long-range career objectives?
- What are the most important rewards you expect in your business career?

## **EDUCATION**

- What skills and abilities from your education and experience do you feel would help you in performing this job?
- Describe what you consider an “ideal” working environment.
- Why did you select \_\_\_\_\_ course of study?
- How do you see your education contributing to your employment?
- Why do you think you will be successful at PVAMU?

- How has your college experience prepared you for a business career?
- What do you expect to be earning in five years?
- Which is more important to you, the money, or the type of job? Explain.
- Describe your most rewarding college experience.
- If you were hiring a graduate for this position, what qualities would you look for?
- Why did you select your college or university?
- What led you to choose your field or major study?
- What college subjects did you like least? Why?
- What college subjects did you like best? Why?
- If you could do so, how would you plan your academic study differently? Why?
- 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 achievement?
- What extracurricular activities did you participate in during college and/or high school? Describe what have you learned from them.
- In what part-time or summer jobs have you been most interested and why?
- How would you describe the ideal job for you following graduation?

## **SUPERVISION / MANAGEMENT**

- Think of a problem person that you have had to deal with in the past and explain how you handled the situation.
- Describe a situation in which you had a difficult management problem. How did you solve it?
- Tell me about a situation when you felt justified in breaking or altering company policy or procedure.
- What efforts on your part have contributed to the development of your subordinates? How do you judge the results of your efforts?
- How are you capitalizing on your management strengths in your current job? In what areas do you believe you need further management development? How did you identify these needs?
- Tell me about a new idea you have had. Explain how you got subordinates to accept this new idea.
- Think of a day when you had many things to do and describe how you organized your time.
- Tell me about a time when you had a miscommunication with a subordinate. How did you resolve the issue?

- What qualities should a successful manager possess?
- Describe the appropriate relationship between a supervisor and subordinates.
- What sort of relationships do you have with your associates, both at the same level and above and below you?
- What is your management style? How do you think your subordinates perceive you?
- As a manager, have you ever had to fire anyone? If so, what were the circumstances, and how did you handle it?
- Tell me about a situation where a project was returned for errors. How did you handle the situation? What effect did this have on you?
- Tell me about a managerial decision you made during the past two years that you would like to change.
- How do you motivate subordinates?

### **PAST MISTAKES**

- Tell me about an objective in your last job that you failed to meet and why.
- Give me an example of a time when you were criticized. How did you deal with it?
- Give me an example of a mistake you made. What did you learn from your mistake?
- Tell me about a situation where you “blew it”. How did you resolve or correct it to save face?
- Tell me about a situation where you abruptly had to change what you were doing.
- Tell me about a time when you had to work on a project that did not work out the way it should have. What did you do?
- If you had the opportunity to change anything in your career, what would you have done differently?

### **CREATIVITY / PROBLEM SOLVING**

- When was the last time you “broke the rules” (thought outside the box) and how did you do it?
- Describe two examples of effective workplace decisions you have made in the last six months.
- How do you prioritize your tasks?
- Give me an example of something you have done that was innovative.
- Tell me about a wild idea you had in the past year. What did you do about it?
- Tell me about a time when someone brought you a new idea, particularly one that was odd or unusual. What did you do?
- What company procedures or practices do you feel can be tightened up? How would you

change them? Why?

- Describe an example of one of your ideas being strongly opposed in a management discussion. How did you react?
- Describe a situation where you had to problem-solve a significant issue or situation.
- If you could do anything in the world, what would you do?
- What is the most difficult decision you have had to make? How did you arrive at your decision?
- Describe some situations in which you worked under pressure to meet deadlines.
- Tell me about a situation in which you had to meet two different deadlines given to you by two different people and you could not do both. What did you do?
- Describe your approach to solving work problems. Why does this work best for you?
- Give me an example of when you solved a tough problem.
- Describe your approach to taking on a new task. What management style do you prefer when receiving a new task?
- You are on the phone with another department resolving a problem. The intercom pages you for a customer on hold. Your manager returns your monthly report with red pen markings and demands corrections within the hour. What do you do?
- Give me an example of a major problem you have encountered and how you dealt with it.

## **GENERAL**

- What additional information do you think I should know about you?
- Describe for me the most interesting thing you have done in the past three years (job related).
- What do you think it takes to be successful at PVAMU?
- How did the best manager you ever had motivate you to perform well? Why did that method work?
- What is the best thing a previous employer did that you wish everyone did?
- What do you consider your greatest strength/weakness to be?
- What are you most proud of?
- What is important to you in a job?
- What do you expect to find at PVAMU that you do not have now?
- In considering joining PVAMU, what are some of the factors that you took into account?
- Why should I hire you?
- What do you think you owe to your employer?
- What does your employer owe to you?

- What are two or three examples of tasks that you do not particularly enjoy doing? Indicate how you remain motivated to complete those tasks.
- Tell me about a “significant accomplishment” in your work experience when you were positively recognized.
- Give me an example of tasks you perform at your present job that require you to use organizational skills.
- In what ways do you think you can make a contribution at PVAMU?
- What two or three things are most important to you in a job?
- What will you be looking for in this job that you do not find in your present job?
- What questions do you have for me?