

INTERVIEW QUESTIONS

Please use the interview questions below when interviewing top three candidates for a vacant position. Write-in responses and forward completed interview question sheets to the Office of Human Resources.

1. Briefly tell me about yourself?
2. Briefly tell me about your past 5 years work experiences?
3. If you could wake up tomorrow and do your dream job, what would that be?
4. What goals do you have in your career path?
5. What do you think it takes to be successful?

6. Why do you want to work for Washington College?

7. Are you a team player? Give me an example.

8. What motivates you?

9. What are your strong points?

10. What are your weak points?

11. When I ask a previous supervisor to describe you, what will they say?

12. What attracted you to this position?

13. Give an example of how you manage your time.

14. Describe a time when you made a suggestion to improve the work load in your previous organization?

15. Give me examples of things you have done in previous jobs that demonstrate your willingness to work hard.

16. What kinds of challenges did you face on your last job? Give an example of how you handled them.

17. How do you handle challenges with customers? Give me a specific example.

18. Give an example when you went above and beyond the call of duty.

19. Tell us why we should offer you this position?

At the end of the interview, after all questions have been asked, this is the final set of questions:

With the following set of questions we are looking for honesty. If we find out you have not been honest, and we have not offered you employment, you will not be offered employment. If you have been offered employment and we find out you have been dishonest it could be grounds for dismissal.

1. Have you ever been discharged from employment or resigned in lieu of being discharged from employment?

2. If yes to number 1, describe the circumstances surrounding the discharge.

3. Have you had any other employers that you have not included with your resume or included as part of your application?

4. If yes, who and what did you do? Please include dates.