

CHECKLIST OF INTERVIEW QUESTIONS

The following is a list of standard interview questions:

1. Tell me about yourself.
2. What do you want to do with your life?
3. Do you have any actual work experience?
4. How would you describe your ideal job?
5. Why did you choose this career?
6. When did you decide on this career?
7. What goals do you have in your career?
8. How do you plan to achieve these goals?
9. How do you evaluate success?
10. Describe a situation in which you were successful.
11. What do you think it takes to be successful in this career?
12. What accomplishments have given you the most satisfaction in your life?
13. If you had to live your life over again, what would you change?
14. Would you rather work with information or with people?
15. Are you a team player?
16. What motivates you?
17. Why should I hire you?
18. Are you a goal-oriented person?
19. Tell me about some of your recent goals and what you did to achieve them.
20. What are your short-term goals?
21. What is your long-range objective?
22. What do you see yourself doing five years from now?
23. Where do you want to be ten years from now?
24. Do you handle conflict well?
25. Have you ever had a conflict with a boss or professor? How did you resolve it?
26. What major problem have you had to deal with recently?
27. Do you handle pressure well?
28. What is your greatest strength?
29. What is your greatest weakness?

30. How has your education prepared you for your career?
31. Do you enjoy doing independent research?
32. Do you have any plans for further education?
33. How much training do you think you'll need to become a productive employee?
34. What qualities do you feel a successful manager should have?
35. Why do you want to work in the _____ industry?
36. What do you know about our company?
37. Why are you interested in our company?
38. Do you have any location preferences?
39. How familiar are you with the community that we're located in?
40. Will you relocate? In the future?
41. Are you willing to travel? How much?
42. What kind of salary are you looking for?

The following are illegal interview questions:

- 1) Are you married? Is this your maiden or married name?
With whom do you live?
- 2) How many kids do you have? Do you plan to have children? Are you pregnant?
- 3) How old are you? What year were you born? When did you graduate from high school?
- 4) Where were you born? Where are your parents from? What's your heritage?
- 5) What race are you? Are you a member of a minority group?
- 6) What religion are you? Which religious holidays will you be taking off from work? Do you attend church regularly?
- 7) Have you ever been arrested? Have you ever spent a night in jail?
- 8) Do you have any disabilities? What's your medical history? How does your condition affect your abilities?