

Sample Interview Questions

Why are you interested in this position?

Why did you choose this field of work?

What do you know about this job and the organization?

What have you done to prepare for this interview?

What are your short and long range goals?

What are your top three or four strengths? How about weaknesses?

Describe the last mistake you made on the job?

How do you think a friend or colleague who knows you well would describe you?

What has been your greatest accomplishment do far?

What accomplishments have given you the greatest satisfaction?

Describe your last job.

What aspects of your previous jobs have you liked? Disliked?

Why did you leave your last job?

With what other organizations are you interviewing?

What type of work do you like to do the best?

Do you prefer to work independently or in a group?

How would you describe the best manager you ever had? The worst?

How have your past managers obtained your best performance from you?

What supervisory or leadership roles have you had?

In what ways do you think your role can make a contribution to our organization?

Why should I hire you?

If you lack some of the necessary experience, how will you address that problem on the job?

What level and types of people have you managed?

How has the role of management in an organization changed over the past 10–15 years?

What experience have you had in reporting to or otherwise dealing with a board of directors or other multi-member governing body?

Tell me about a recent crisis you have handled or helped to handle.

How do you monitor employee performance? What is your approach to employee performance evaluations?

Have you ever dealt with an employee morale problem? How did you address it?

What is the worst hiring decision you ever made? What would you have done differently in retrospect?

Tell me about a time when you had to discipline or terminate an employee.

How do you go about setting objectives for your organization?

What experience do you have with reinvention, downsizing, rightsizing?

What training or experience have you had in negotiations or mediation?

How do you explain your desire to change careers?

What were the principal points of dissatisfaction with your prior career?

What have you done to prepare yourself for career transition?

What have you read? Are you a member of one of the professional associations that covers our field?

You have little substantive experience relative to our work; how do you know that this is the right field for you?

What aspects of your prior experience do you feel are particularly transferable to our organization?

Your resume reflects fairly short-term jobs. Can you explain?