

## TRADITIONAL INTERVIEW QUESTIONS

How would you describe yourself?

Why did you leave your last job?

What are your long range and short range goals and objectives?

What specific goals other than those related to your occupation, have you established for yourself for the next ten years?

What do you see yourself doing five years from now? Ten years from now?

What do you really want to do in life?

What are your long range career objectives?

How do you plan to achieve your career goals?

What are the most important rewards you expect in your career?

What do you expect to be earning in five years?

Why did you choose this career?

Can you explain this gap in your employment history?

How well do you work with people? Do you prefer working alone or in teams?

How would you evaluate your ability to deal with conflict?

Have you ever had difficulty with a supervisor? How did you resolve the conflict?

What's more important to you – the work itself or how much you're paid for doing it.

What do you consider to be your greatest strengths and weaknesses?

How would a good friend describe you?

Describe the best job you've ever had.

Describe the best supervisor you've ever had.

What would your last boss say about your work performance?

What motivates you to go the extra mile on a project or job?

Why should I hire you?

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What makes you qualified for this position?

What qualifications do you have that make you successful in this career?

How do you determine or evaluate success?

What do you think it takes to be successful in a company like ours?

In what ways do you think you can make a contribution to our company?

Do you have any hobbies? What do you do in your spare time?

Have you ever been fired or forced to resign?

What qualities should a successful manager possess?

Do you consider yourself a leader?

What are the attributes of a good leader?

Describe the workload in your current (or most recent) job.

Which is more important: creativity or efficiency? Why?

What's the most recent book you've read?

Describe the relationship that should exist between the supervisor and those reporting to him or her?

What two or three accomplishments have given you the most satisfaction? Why?

Describe the most rewarding experience of your career thus far.

If you were hiring a job-seeker for this position, what qualities would you look for?

Do you have plans for continued study? An advanced degree?

In what kind of work environment are you most comfortable?

How do you work under pressure?

Are you good at delegating tasks?

What's one of the hardest decisions you've ever had to make?

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How well do you adapt to new situations?

Why did you decide to seek a position in this company?

What can you tell us about our company?

What interests you about our products?

What do you know about our competitors?

What two or three things are most important to you in your job?

Are you seeking employment in a company of a certain size? Why?

What are your expectations regarding promotions and salary increases?

What criteria are you using to evaluate the company for which you hope to work?

Do you have a geographic preference? Why?

Are you willing to relocate?

Are you willing to travel for the job?

Why do you think you might like to live in the community in which our company is located?

What major problem have you encountered and how did you deal with it?

What have you learned from your mistakes?

What have you accomplished that shows your initiative and willingness to work?

# BEHAVIORAL/ SITUATIONAL INTERVIEW QUESTIONS

## SELF STARTING

*Ability to initiate and sustain momentum without external stimulation*

Give an example of a time when you went and made something happen without much outside prodding.

At some point, we will check references...what example do you think they would tell us about your capacity as a self starter? What example do you think your former manager would use to explain this point?

## GOAL ACHIEVEMENT

*Overall ability to set and obtain an objective, regardless of obstacles and circumstances*

Is there one thing you have accomplished in your life that gives you most satisfaction? What is it? How did you go about getting it?

## RESILIENCE

*Ability to quickly recover from adversity/ change*

Do you consider yourself to be resilient?

- Who is the most resilient person you know?
- How do you compare to that person in your resiliency?

Give an example of a time where considerable change affected the way you performed a function.

- How did you overcome it
- What is your current view of the change

## MOTIVATION

*Cause to arouse to action toward a desired goal.*

What role does making a significant income play in your job choice?

What role does making a significant income play in your staying in a job?

## PROBLEM SOLVING/ INNOVATIVE OPTIONS

*Identifies potential difficulties and their causes. Able to generate workable solutions*

Tell me about the last time you were able to anticipate a problem.

- How did you know the problem was likely to occur?
- What did you do?
- How effective was your action?

Give me a recent example of when you came up with different solutions to a problem

- What suggestions did you come up with?
- What did others think of your ideas?
- How well did they work in practice

## MORE SITUATIONAL/ BEHAVIORAL QUESTIONS

Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.

Describe a time when you were faced with a stressful situation that demonstrated your coping skills.

Give me a specific example of a time when you used good judgment and logic in solving a problem.

Give me an example of a time when you set a goal and were able to meet or achieve it.

Tell me about a time when you had to use your presentation skills to influence someone's opinion.

Give me a specific example of a time when you had to conform to a policy with which you did not agree.

Please discuss an important written document you were required to complete.

Tell me about a time when you had to go above and beyond the call of duty in order to get a job done.

Tell me about a time when you had too many things to do and you were required to prioritize your tasks.

Give me an example of a time when you had to make a split second decision.

What is your typical way of dealing with conflict? Give me an example.

Tell me about a time you were able to successfully deal with another person even when that individual may not have personally liked you (or vice versa).

Tell me about a difficult decision you've made in the last year.

Give me an example of a time when something you tried to accomplish and failed.

Give me an example of when you showed initiative and took the lead.

Tell me about a recent situation in which you had to deal with a very upset customer or co-worker.

Give me an example of a time when you motivated others.

Tell me about a time when you delegated a project effectively.

Give me an example of a time when you used your fact-finding skills to solve a problem.

Tell me about a time when you missed an obvious solution to a problem.

Describe a time when you anticipated potential problems and developed preventive measures.

Tell me about a time when you were forced to make an unpopular decision.

Please tell me about a time you had to fire a friend.

## Interview Prep - To Do's before the Interview

1. From the source of the interview – find out the style of the interview and with whom you will be interview (their roles)
  - Is it a phone interview with HR or hiring manager?
  - Is it a face to face interview with HR or hiring manager?
  - Is it a face to face panel interview with HR and Hiring manager and two or three lead members of the team.
  - This will give you insite on how best to prepare mentally for the IV...i.e. won't be surprised to walk into a room with 5 people in it.
2. Research the company -  
[http://quintcareers.com/researching\\_companies.html](http://quintcareers.com/researching_companies.html)
  - As you do this research, make note of the organization's purpose, products or services, chief executive's name, and any recent news or company developments. Take your notes with you to the interview, and use them ahead of time to develop questions of your own.
3. If this is an area with which you are not familiar, Mapquest or otherwise map out the directions to get to your interview.
  - If time permits, I might also suggest a dry run to the interview site
  - Depending on the time of the interview, be sure to account for traffic behavior
4. Prepare questions
  - Ask questions relative to the research you have done...
  - Ask a few value add questions – ones that show your knowledge of the industry, general need or specific company.
  - Do not over do it with questions – keep them short
5. Determine whether or not you know someone that works there (good source for information on company culture; they might even know the person with whom you are interviewing)
6. Role play/practice on forecasted tough questions and on how you want to represent yourself
  - While you may think you know yourself, practice still makes perfect
  - A by product of the practice is confidence. Because you are going into a situation with many unknowns (the interview), make sure that the known aspect (you) is represented as well as can be and with confidence.
  - Be able to answer the question "why you left?" in no more than three sentences without negativity
  - Be able to explain breaks in your resume in the same light

7. Timing key subjects: i.e. compensation, geography, etc.
8. Identify, in writing, what the prospective employer is looking for (Know Yourself)
  - Experience
  - Ability to grow into a higher position or mentor and develop less seasoned colleagues (be careful to balance the discussion of upward mobility so as not to seem disinterested with the role at hand)
  - Specific technical/non technical skill sets
    1. Determine the tasks you performed to derive the skills you needed to perform the task. Refine the list to be able to apply it in a relevant manner
    2. Do you deal well with people? Are you flexible and open to learning? Do you adapt well to change? After you make your list, refine it so you can explain your personal "assets" in a minute or two.
  - Broad based skills like general management, communication, team building, etc
9. Match, in writing, your experiences that prove you fit their needs
  - Prepare to give specific concrete examples, i.e. I remember when... (be intimately familiar with your resume to be able to speak in detail to key points they bring from your resume that match their needs)
  - Bring examples of your work and share if you are asked a question that allows you to use this to answer the question
  - Do not attempt to control the interview
  - Listen and make sure you understand the question before answering
10. Do not open the subject of compensation, until your respective employer does first
  - Your job is to get the job offer first.
  - Compensation dialogue will be to your advantage after they decide you are the person they want

## The Interview

1. Arrive Early
  - If you're not on time for your interview, the game is over.
  - Getting there early shows that this position matters to you
  - Getting there early allows you to take a few deep breaths, organize your notes, refresh your memory on a few points that you've found difficult in your practices, and scan any company materials that may be available in the waiting room.
2. Dress the Part
  - Err on the side of conservative. You should ask the person who sets up the interview to be sure of the company's expectations.
  - If you can't get any information on the company's style of attire, dress a little more formally than you think you might need to. Never less than business casual.
  - Personal grooming is part of your "dress" too. Take extra time to look great. Superficial...not as much as you might think
3. Make a Good First Impression
  - Look the interviewer in the eye as you offer your hand
  - Shake his or her hand firmly, but easily
  - Smile and cordially address the interviewer
  - Be conscious of their chemistry and try your best not to counter it during your interview
4. Be conscious of your body language
  - Practice still makes perfect – video or mirror practice allows you to view yourself as others view you.
  - Hand and arm movements shouldn't be too large. Don't fiddle. Your posture should be relaxed, but alert. Stay engaged throughout the entire interview. Communicate interest and energy
5. It goes without saying that you must answer honestly. You must also answer effectively.
  - Don't ramble. Shorter answers with stronger points are better than disorganized babble. Interviewers will gauge the depth of your knowledge on the depth of your answer, not the length of your answer
  - Look the interviewer in the eye when you're answering.
  - Gather your thoughts before offering an answer
  - An employer can see through a smoke screen and appreciates someone knowing their limitations.
6. Ask Questions during the interview?
  - Ask for clarification to questions you do not entirely understand.

- Ending a few answers with "Is that what you were looking for.." is not a bad idea to ensure they have captured everything they need. Don't over use it.
- During the interview, questions can be used to show the interviewer you are engaged and if asked properly can be used to show your depth of knowledge in a given area.

#### 7. Ask questions after the interview piece of the meeting?

- Are you clear on the responsibilities of the job?
- Do you see where the job fits into the structure of the organization?
- Do you understand whom you'll be working with, and what their expectations of your work are?
- Do not ask about the salary or benefits—vacation, holidays, sick days, etc.—in the first interview. Leave that for after they have presented you with an offer.

#### 8. Next steps

- If the interview went well, they will volunteer next steps to you – this isn't to say that if they don't that it went bad but that it is a good sign that it went well.
- Be careful asking this question because you may be putting them on the spot. They may not know the next steps at that point.
- If you feel the need, this is good way to put it out there -Should I expect to hear from you or should I follow up in a certain period of time regarding next steps.
- If you are being represented by an agency – they should be who you communicate with regarding next steps

#### 9. Make a good last (ing) impression

- Starts with the first impression
- Show/imply/state your sincere interest in the job (if you are sincerely interested)
- Shake hands of those involved
- Thanks to all those involved
- If there was some good chemistry and they gave you a business card- a follow up thank you through email would be appropriate.