



COMMON INTERVIEW QUESTIONS

Typically, a wide variety of questions can be used to gain information about a candidate's job skills. Use these questions as guides to help you develop answers that target specific job skill requirements.

- ❖ Describe a time when you were faced with problems or stresses at work that tested your coping skills. What did you do?
- ❖ Give an example of a time when you could not participate in a discussion or could not finish a task because you did not have enough information.
- ❖ Give an example of a time when you had to be relatively quick in coming to a decision.
- ❖ Tell me about a time when you had to use your verbal communication skills in order to get a point across that was important to you.
- ❖ Can you tell me about a job experience in which you had to speak up and tell other people what you thought or felt?
- ❖ Give me an example of when you felt you were able to build motivation in your coworkers or subordinates.
- ❖ Tell me about a specific occasion when you conformed to a policy even though you did not agree with it.
- ❖ Describe a situation in which you felt it necessary to be very attentive and vigilant to your environment.
- ❖ Give me an example of a time when you used your fact-finding skills to gain information needed to solve a problem; then tell me how you analyzed the information and came to a decision.
- ❖ Give me an example of an important goal you had to set and tell me about your progress in reaching that goal.
- ❖ Describe the most significant written document, report, or presentation that you've completed.
- ❖ Give me an example of a time when you had to go above and beyond the 'call of duty' in order to get a job done.



Common Interview Questions (continued)



- ◇ Give me an example of a time when you were able to communicate successfully with another person, even when that individual may not have personally liked you.
- ◇ Describe a situation in which you were able to read another person effectively and guide your actions by your understanding of his/her individual needs.
- ◇ What did you do in your last job in order to be effective with your organization and planning? Be specific.
- ◇ Describe the most creative work-related project you have completed.
- ◇ Describe a time when you felt it was necessary to modify or change your actions in order to respond to the needs of another person.
- ◇ Give me an example of a time when you had to analyze another person carefully or a situation in order to be effective in guiding your actions or decisions.
- ◇ What did you do in your last job to contribute toward a teamwork environment? Be specific.
- ◇ Give me an example of a problem you faced on the job, and tell me how you solved it.
- ◇ Describe a situation in which you were able to positively influence the actions of others in a desired direction.
- ◇ Tell me about a situation in the past year in which you had to deal with a very upset customer or coworker.
- ◇ Describe a situation in which others within your organization depended on you.
- ◇ Describe your most recent group effort.
- ◇ Describe the worst customer or coworker you have ever had and tell me how you dealt with him or her.