SAMPLE INTERVIEW TOPICS AND QUESTIONS:

Open-ended questions will elicit the most information from the applicant. Open-ended questions usually start with “what”, “why”, “how” or “tell me”.

Education:

* Tell me about your scholastic performance in college (high school).

* What was there about the extracurricular activities you participated in that appeal to you?

* What would you say you learned from your college (high school) experience that has most benefited you in your adult life?

* What led you to choose __________________________ college?

* What prompted you to pick __________________________ for your major?

* What subjects did you do best in? Why?

* What subjects did you have the most difficulty with? Why?

* What motivated you to seek a college degree?
Work Patterns:

* Tell me about your employment history.

* What kind of people do you most like to work with? Why?

* What kind of people do you find the most difficult to work with? Why?

* Can you give me an example or two of your ability to manage or supervise others?

* What are some things you would like to avoid in a job? Why?

* In your previous job, what kind of pressures did you encounter?

* What would you say is the most important thing you are looking for in a job? Why?

* What are some of the reasons you are considering leaving your present job?

* What are some things you particularly liked about your last job? Disliked?

* What has been your greatest frustration or disappointment in your present job? Why do you feel this way?

* How do you feel about travel? On the average, how many nights a week would you be willing to be away from home?

* What is it about this job that is particularly appealing to you?
**Goals and Ambitions:**

* I’d be interested in knowing what position you would like to hold several years from now. How do you plan to prepare yourself for that position?

* Tell me about the reputation you like to have as an employee. Please explain what you mean by that.

* What prompted you to apply for this job?

* Why should we hire you? What is it about you that would make you successful in this job?

* We’ve talked a lot about your education and work experiences. Now I’d like to concentrate more on you as a person. What are some of the good qualities or traits you possess?

* Apart from knowledge or experience, what traits or qualities do you think could be strengthened or improved upon?

* What are the basic factors that motivate you?

* Do you consider yourself a self-starter? Why or why not?

* What would you consider to be a greatest achievement to date? Why?

* What kinds of things give you the greatest satisfactions?

* What things do you find the most frustrating?
Performance Skills:

* Tell me about a time when you were able to achieve by doing more than was expected.

* Tell me about a time when you disappointed yourself with regard to your performance.

* Talk about a time when you made a personal sacrifice in order to reach a work objective.

* Describe a time when you were not willing to make a personal sacrifice in order to get a job done.

* Give me an example that would reflect on your ability to deal with pressure on the job.

* Give me an example of when your ability to cope was not as effective as you would have liked for it to have been.

* Tell me about a time when your anger was obvious to another person.

* What types of activities were you involved in with your last job that successfully tapped into your creative skills? Be specific.

* Tell me about a time on your last job when you were disappointed with your ability to creatively solve a problem.

* Describe how you schedule your time on an unusually hectic day. Give a specific example.

* When have you had a “bad day” that made you question your planning skills?

* Describe a situation in which you found yourself to be an analytical and thorough decision maker.

* Tell me about a time when your skills were not a match for the problem you were solving.