



some fairly standard interview questions

ABOUT THE ORGANIZATION AND THE POSITION

- What about our organization appeals to you? Why do you think you might like to work for our organization?
- What kind of position are you looking for? Why?
- What are the most important rewards you expect in your career?
- What do you think determines an individual's success in a good organization? In this particular field?

ABOUT THE PROFESSION

- Why did you select this as a career?
- How would you define your profession?
- What are your long-term goals?

ABOUT YOUR QUALIFICATIONS

- What specific training have you had for this kind of work?
- What are your qualifications for this position?
- What unique qualities would you bring to this organization? What can you do for us that someone else can't do?
- Explain your role as a group or team member on a project you've worked on.
- Give me an example of a method of work you have used.
- How do you organize and plan for major projects?
- What area of skills or development do you want to improve?

ABOUT YOUR QUALITIES

- What do you feel are your major weaknesses?
- How do you handle stress?
- How do you handle interpersonal conflicts on the job?
- What have you done that shows initiative?
- What will your references say about you?
- Can you take instructions and criticism without feeling upset?
- Describe a difficult problem you've had to deal with and how you dealt with it.
- How do you spend your spare time?

ABOUT YOUR EDUCATIONAL BACKGROUND

- What was the greatest challenge you faced in school?
- In what school activities have you participated?
- What courses did you like best? Least? Why?
- What was your most significant accomplishment in your school career?
- If you were starting college all over again, what courses would you take?
- Do you think that your extracurricular activities were worth the time you devoted to them? Why?



some questions you should probably ask during an interview

ABOUT THE ORGANIZATION AND THE POSITION

- How would you describe your corporation's personality and management style?
- Can you describe your organization's work environment?
- How did you begin your career here at this organization?
- How has the organization changed over the past few years?
- What are the organization's plans for future growth?
- What industry trends are reflected in the organization's recent accomplishments?
- What makes your organization different from its competitors?
- Why do you enjoy working for your organization?
- What characteristics does a successful person have at your organization?

ABOUT THE POSITION

- What is the overall structure of the department where the position is located?
- What qualities are you looking for in your new hires?
- How does this position fit within the organization?
- What are your expectations for new hires?
- Who will I be working with?
- Who will I report to?
- What are the most challenging aspects of the job?

ABOUT TASKS AND RESPONSIBILITIES

- What are the day-to-day responsibilities of this position? What is the most important responsibility? The least important?
- Could you describe typical assignments for this position, say, during the first three months?
- How much independent work is there? How much collaborative work is there?

ABOUT OPPORTUNITIES AND ADVANCEMENT

- What sorts of projects will I have the opportunity to work on beyond the required job duties?
- What are the opportunities for growth within the organization?
- Are there any opportunities for continued education?
- Are there any opportunities for travel and attending professional conferences and seminars?
- How is an employee evaluated? How is an employee promoted?
- What is the realistic time frame for advancement?

AT THE VERY END OF THE INTERVIEW

- Is there any other material I can share or send?
- What is the next step in the hiring process?