Sample Interview Questions

- What five adjectives describe you best?
- Why should I consider you for this position?
- Why do you want to work here?
- Tell me about the one thing in your life you're proudest of.
- You've changed jobs frequently. What makes you think that this position will be different?
- What qualities do you think are necessary to make a success of this job?
- Describe your ideal job.
- How did you find out about this job?
- What do you know about the job?
- What do you know about this company?
- What experience do you have?
- Is there anything that will prevent you from getting to work on time?
- Is there anything that will prevent you from working the job’s regular hours?
- What kinds of work interest you the most?
- What interests you most about this position?
- How do you feel about your present workload?
- What motivates you to do your best work?
- How can we best help you get your job done?
- Tell me about a time you went “out on a limb” to get the job done.
- What are the disadvantages of this line of work?
- What do you find most frustrating at work?
- How do you define doing a good job?
- What makes a job enjoyable for you?
- Under what conditions do you work best?
- What is your greatest strength/weakness?
- What do you do in your free time?
- Where do you see yourself in 5 years?
- Tell me what "success" means to you.
- Do you consider yourself successful?
- What does "failure" mean to you.
- Do you set goals for yourself and how do you do that?
- Describe your ideal supervisor.
- What types of people have trouble getting along with you?
- Do you prefer to work by yourself or with others?
- How do you deal with stress?
- How do you handle conflict?
- What salary are you seeking?
- If you could choose one superhero power, what would it be and why?
- Give me an example of when you were responsible for an error or mistake. What was the outcome? What, if anything, would you do differently?
Interview Tips

1. **Dress for success!** Wear wrinkle free clothing; avoid garments with those stylish holes. The rule of thumb is to dress slightly better than what employees wear to work. For most jobs business casual will be suitable (a nice pair of pants and a collared shirt, or a dress). Grooming is important as well, so shower, do your hair, and make sure your hands and clothing are clean.

2. **Do your research, if you don't know anything about the company or job before the interview find out You can look online for this information.**

3. **Arrive for your interview 10-15 minutes early.**

4. **Be concise** Answer questions within 2-3 minutes without rambling on or providing too much information.

5. **Be courteous to everyone you encounter.** The receptionist, secretary or other staff member who greets you may not be your interviewer, but you can count on them sharing information about your interactions with them.

6. **Greet the interviewer with a firm but not crushing handshake**, a warm smile and look them in the eye. Make a note of their name and use it during the interview, so you remember it for your follow up.

7. **Turn your cell phone off or to vibrate and resist the temptation to take a peek** at any time before, during or after the meeting when you are in view of the interviewer. Employers are concerned about losing productivity to employees who are constantly checking their phones.

8. **Practice how to respond to common interview questions before the big day**

9. **Pay attention to your body language** Be aware of what your body language is communicating to others. Have good posture, make eye contact, and avoid folding your arms across your chest which can make you seem unapproachable.

10. **Provide examples** It's one thing to say you can do something; it's another to back it up with an example of when you have done something.

11. **Be honest, but don't overshare** If you don't have a skill that an employer is seeking, tell the truth. However, when asked about your weaknesses, don't share anything too damaging or your most embarrassing moment. The interviewer also usually doesn't want to hear about your girlfriend, boyfriend or anything unrelated to your skills & work ethic.

12. **Always maintain your professionalism.** Some interviewers will joke around and try to put you at ease to see how you will behave.

13. **Ask Great Questions** At the end of the interview be prepared to ask a few questions about the job such as the nature of the work, training, and when you might expect to hear from them. Don't bring up pay. If the job seems like a good fit, look the interviewer in the eye and tell them that you would really like the job. Ask when they plan to make a decision about the job.

14. **Effective follow up after your interview can separate you from the other candidates.** As soon as you leave the interview, write a brief note thanking the interviewer for taking the time to interview you and stating that you would love to work with them and why you think it's a good fit. A card is a nice touch if your handwriting is legible, but email is also acceptable.

15. If you haven't heard from the employer by the time they said they would make a hiring decision or within a week or two, stop in or call. Ask to speak with the person who interviewed you and explain that you are still very interested in working there and want to know if you are a good candidate for the position. If they say no, ask what they are looking for in a candidate or what would have made you a more desirable applicant.