

## Interview Questions

Tell me about your recent work experience(s).

Why did you leave your previous place of employment?

Why are there gaps in your employment history?

What strengths and weaknesses would you bring to this position?

What is your understanding of this position and what skills do you bring to the position?

What types of job responsibilities do you find to be most rewarding? Why?

What types of job responsibilities do you find to be most frustrating? Why?

Tell me about your computer skills and what type of software you are experienced with.

What type of management style do you prefer (hands-on, frequent supervision, minimal supervision, etc.) and why?

### Behavior Questions

If you were given a handwritten list of 50 names and addresses, along with a letter that needed to be sent to each, how would you complete the task? Explain, in detail, using a mail merge function in word processing software.

Describe a situation when you had to take directions from several people at the same time.

Describe a time when you had to sacrifice quality for a deadline, or visa versa. How did you react to this?

Describe a tough problem that you have dealt with, tell me how you approached it and the outcome.

Tell me about a specific occasion when you conformed to a policy even though you did not agree with it.

Tell me about a time when your manager was unavailable and you had to solve an immediate problem. What did you do and what was the outcome?

Tell me about a project you have been responsible for and how you organized the necessary paperwork, tasks, goals, etc.

Have you ever intervened on behalf of an employee who was not being treated fairly?

Tell me about it.

Describe for me two improvements you have made in your job in the past six months.

When you delegate assignments to others, how do you keep track of their progress?

Tell me about a decision you made that your supervisor disagreed with. How did you handle it?

What do you feel would be the most common errors made in a position such as this?

Tell me about a time when you were late or absent to work. How did you communicate that to your supervisor?

How do you deal with difficult or demanding managers/co-workers/customers? Describe a situation.

Tell me about a time when a supervisor asked you to complete a task that you thought was not necessary, or could have been done another way. What steps did you take to achieve the task?

Tell me about a time when you felt you had to break a company rule in order to get something done.

### **Customer Service**

How would your supervisor describe your relationship with your peers?

Describe a customer complaint that you have resolved.

Describe a day when you were faced with multiple interruptions and had to assist in covering an additional position. Tell me how you managed your day to accomplish your work.

Tell me about a time when you were given high priority tasks from multiple supervisors.

How did you decide which to complete first?

How would the people you supervise describe your management style?

### **End of Interview**

What aspect of your past employments did you enjoy the most?

Why should I hire you?

Do you have any questions for me?

### **Behavioral Questions**

- Give an example of an occasion when you used logic to solve a problem.
- Give an example of a goal you reached and tell me how you achieved it.
- Describe a decision you made that was unpopular and how you handled implementing it.

- Have you gone above and beyond the call of duty? If so, how?
- What do you do when your schedule is interrupted? Give an example of how you handle it.
- Have you had to convince a team to work on a project they weren't thrilled about? How did you do it?
- Have you handled a difficult situation with a co-worker? How?
- Tell me about how you worked effectively under pressure.

## Other Questions

### **Interview Questions**

Why are you interested in this field?

Why are you interested in this company?

Why are you interested in this position?

Why do you want this job?

What qualities do you think this job requires?

Why do you want to work for this organisation?

What have you got to contribute?

What can we offer you that your present employer cannot offer?

How long have you been looking for a new job?

What do you know about this organisation?

What interests you about this organisation?

What are you looking for in a new job?

What would be your ideal job?

What sort of jobs are you considering at the moment?

What did you do on a day to day basis?

What do you not like about the job?

How did you make a difference to your last organisation?

How successful are you?

What was your greatest success and how did you achieve it?

What has been your biggest failure?

How could you improve yourself?

How did you progress in your last job?

How do you handle criticism?

How do you work with others?

Are you a self-starter, able to work without constant supervision?

Can you be depended upon in critical situations and follow work through to completion?

Are you objective in evaluating yourself and others?

What motivates you?

Are you competitive?

What problems did you encounter and how did you overcome them?

Do you feel you are ready to take on greater responsibilities?

Are you enthusiastic and easy to work with?  
Can you work under pressure?

Recruiters need to know what drives you to want the job and why you want to work for the organisation in particular.

Can you manage your time effectively?  
How do you structure your day's work?  
How do you plan your day and week?  
How did you handle sudden unplanned work or crisis?  
Can you handle constructive criticism in a productive manner?  
What are you like under pressure?  
How many hours are you prepared to work?  
What are your career goals?  
How did you get on with your last manager/colleagues?  
How do you express yourself in situations where you have to be tactful?  
What initiatives do you take to make the work place more efficient?  
How do you deal with different people at work?  
How do you handle work in high pressure situations?