

# Sample Interview Questions

Each position for which you are interviewing will have questions about the specific skill sets required for that role. In addition, you will want to ask some other more general questions that will help you get a feel for the overall “fit” of the individual within your organization. This list of questions provides suggestions for getting at various aspects of an individual’s workstyle, strengths, weaknesses, and their goals for their future. Choose 5- 8 questions from this list to include in your interviews. When appropriate try to ask the same questions across all interviews for a specific position.

- How did you hear about this position, what interested you?
- Briefly summarize work/education history that prepares you for this position.
- What values are most important to you in a work environment/culture?
- How would you define a good working atmosphere?
- How does this job fit in your overall career goals?
- Where would you like to be in your career five years from now?
- What personal attribute most contributes to your success?
- What personal attribute has caused you the greatest difficulty?
- What motivates you? How do you motivate others?
- Tell me about a time when you had to give someone difficult feedback. How did you handle it?
- What kind of people/groups do you find most difficult to work with? How do you handle those situations?
- Describe a problem you have encountered where old solutions didn’t work and you have come up with a new solution.
- If you are asked questions that you do not know the answer to, how do you respond?
- Describe the system you use to track multiple projects. How do you track progress? Stay focused? Prioritize? Identify/use resources?
- Discuss a major problem you recently handled and how it was resolved.
- Describe a situation when you had to learn something new and then communicate that to others.
- Describe a time when your work/project was challenged or criticized or there was a mistake that caused a negative reaction. How did you handle the situation? What was the outcome?
- Give an example of a time you had to be relatively quick in making and carrying out a decision.



- Have you ever had to “sell” an idea to your co-workers or an outside group? How did you do it? Did they “buy” it?
- How do you want to improve yourself in the next year?
- What kind of goals would you have in mind if you got this job?
- How would you go about establishing your credibility quickly with the team?
- If selected for this position, can you describe your strategy for the first 90 days?
- What were your most significant accomplishments at your last job?
- Tell me about an occasion when, in difficult circumstances, you pulled a team together.
- Give me an example of your ability to facilitate progressive change within your organization.
- Give an example of how you have been successful at empowering either a person or a group of people into accomplishing a task.
- Describe a situation when you were able to strengthen a relationship by communicating effectively. What made your communication effective?

