

INTERVIEW QUESTIONS CHECK-LIST

 **Jobs MasterClass**



TOP INTERVIEW QUESTIONS LIST

BASIC QUESTIONS

Write your answers to the questions that may come up during your interview. Keep the answers brief so that you can brush over them the night before the interview.

Q1. Tell me about yourself

[Click here to enter text.](#)

Q2. Why are you the best person for this job?

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Q3. Explain how your academic training has prepared you for this role

[Click here to enter text.](#)

Q4. Give us an example of a creative solution to a specific problem you have solved

[Click here to enter text.](#)

Q5. Walk us through your work experience

[Click here to enter text.](#)

Q6. Are you analytical? Prove it.

[Click here to enter text.](#)

Q7. Prove you can work under pressure with an example

[Click here to enter text.](#)

Q8. In what work environment are you most productive?

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Q9. How do you respond to criticism?

[Click here to enter text.](#)

Q10. Name three adjectives that describe you / how would your friends describe you

[Click here to enter text.](#)

Q11. Why do you want this job?

[Click here to enter text.](#)

Q12. What are you looking for in your next position?

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Q13. What are your strengths?

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Q14. What are your weaknesses?

[Click here to enter text.](#)

Q15. How would co-workers describe you?

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Q16. Are you willing to relocate?

[Click here to enter text.](#)

Q17. What are your greatest achievements?

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Q18. Describe the three things that are important to you in a job

[Click here to enter text.](#)

Q19. What are your short term goals?

[Click here to enter text.](#)

Q20. What salary are you expecting?

[Click here to enter text.](#)

Q21. Why do you want to leave your current job?

[Click here to enter text.](#)

Q22. What do you know about our organisation?

[Click here to enter text.](#)

Q23. What have you gained from your work experience?

[Click here to enter text.](#)

Q24. Is there any question you would like to ask us?

[Click here to enter text.](#)

ADVANCED QUESTIONS

Q 25. Give me an example where you could not take a decision or speak up because you did not have enough information

[Click here to enter text.](#)

Q 26. Give me an example when you had to take a decision without all the information. What was the outcome and were you happy with it?

[Click here to enter text.](#)

Q 27. What is the most difficult decision you have had to take? What was the outcome?

[Click here to enter text.](#)

Q 28. Tell me about a situation when you had to solve a difficult problem. Thought process, execution, outcome. Done differently

[Click here to enter text.](#)

Q 29. Describe a situation when you had to make decisions under pressure or a time limit.

[Click here to enter text.](#)

Q 30. Describe a situation when you had to take a public stand on an issue and then had to change it.

[Click here to enter text.](#)

Q 31. What steps do you follow to study a problem before making a decision and why?

[Click here to enter text.](#)

Q 32. Tell me about a problem you had to solve in a unique or unusual way. What was the outcome?

[Click here to enter text.](#)

Q 33. How do you decide what gets top priority while scheduling your time?

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Q 34. How do you prioritise your projects and tasks while scheduling your time?

[Click here to enter text.](#)

Q 35. Describe a situation when you had to do a number of things at the same time. How did you handle it? What was the result?

[Click here to enter text.](#)

Q 36. Have you ever had difficulty getting others to accept your ideas? What was your approach, did it work?

[Click here to enter text.](#)

Q 37. Describe a scenario when you have gone over and above what was expected of you at work

[Click here to enter text.](#)

Q 38. Describe a situation when you took initiative rather than doing what you were told

[Click here to enter text.](#)

Q 39. Tell me about a situation when you had to head a project. How did you do it? What was the outcome?

[Click here to enter text.](#)

Q 40. At work what was the toughest group you had objections from. How did you overcome them? What was the result?

[Click here to enter text.](#)

Q 41. Give me an example when you had to show good leadership.

[Click here to enter text.](#)

Q 42. Tell me about a situation when you had to speak up and be assertive about a point of view that was important to you.

[Click here to enter text.](#)

Q 43. Tell me about a time when your active listening skills really paid off.

[Click here to enter text.](#)

Q 44. What has been your experience in giving presentations to large or small groups?

[Click here to enter text.](#)

Q 45. What has been your most successful experience in speechmaking?

[Click here to enter text.](#)

Q 46. Have you ever had to 'sell' your ideas to a co-worker? How did you do it?

[Click here to enter text.](#)

Q 47. How do you resolve issues with your co-workers who still disagree with you?

[Click here to enter text.](#)

Q 48. How do you handle a team member who does not finish his share of work?

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Q 49. Describe a situation when you had to arrive at a compromise with a team member

[Click here to enter text.](#)

Q 50. Describe a situation when you had to work in a team that did not get along

[Click here to enter text.](#)

Q 51. Describe a time when, if it hadn't been for team work your goal might not have been completed

[Click here to enter text.](#)

Q 52. Describe a situation when others in your team working on a project disagreed with your ideas

[Click here to enter text.](#)

Q 53. Describe a situation when your work was not up to your supervisor's standards

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Q 54. Tell me about a goal you setup, how did you reach it, what steps did you take and what problems did you encounter?

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Q 55. Tell me about a goal you setup but could not reach. What alternate approaches did you try? How did it make you feel?

[Click here to enter text.](#)

Q 56. How often do you set goals and revisit them?

[Click here to enter text.](#)

Q 57. Tell me about a time you had to work with someone you do not get along with. What happened?

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Q 58. Describe a situation when you had conflict with another person. How did you deal with it? What was the outcome?

[Click here to enter text.](#)

Q 59. Tell me about the most difficult customer service experience you have had. How did you handle it?

[Click here to enter text.](#)

Q 60. Tell me about a time when you had to deal with a very upset customer or co-worker

[Click here to enter text.](#)

Q 61. What have you done in the past to contribute to a teamwork environment?

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Q 62. Describe a situation where you found yourself dealing with someone who doesn't like you

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Q 63. Relate a personal story in which you persuaded someone to do something that was not appealing to him or her

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Q 64. Narrate a situation at work that caused you a high level of stress

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Q 65. Describe a project or goal that caused you a great deal of frustration

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Q 66. Describe an instance when you had to think very quickly to get yourself out of trouble

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Q 67. Narrate a situation when your integrity was challenged. How did you handle it?

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Q 68. Tell me a time when you experienced a loss by doing something that was right. How did you feel?

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