



Typical Job Interview Questions

Personality Questions

- 1 Describe yourself.
 - 2 What personal quality do you feel most contributes to your career success?
 - 3 What personal weakness has caused you the biggest difficulty in your job?
 - 4 Is there any part of your character you would like to improve?
 - 5 What is the biggest mistake you've ever made?
 - 6 Are you a "big picture" person or are you more detail-oriented? Give an example
 - 7 What makes you angry?
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The Job

- 8 What do you think it takes to be successful in your career?
 - 9 What criteria are you using to choose companies to interview with?
 - 10 Tell me what you know about our company.
 - 11 Why did you decide to seek a position in this company?
 - 12 Do you have a geographic preference?
 - 13 Would it be a problem for you to relocate?
 - 14 To what extent would you be willing to travel for the job?
 - 15 What suggestions do you have for our organization?
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Your Work Style

- 16 What two or three things are most important to you in your job?
- 17 Which is more important: creativity or efficiency? Why?
- 18 Do you work best in a team or individually?
- 19 What are the essential ingredients for working in a team?
- 20 What is the most competitive work situation you have experienced? How did you handle it?
- 21 How would you describe your leadership skills?
- 22 What kind of supervisor do you work best for? Provide examples.
- 23 Describe the characteristics of a successful manager.
- 24 Tell me about a situation where you were able to persuade someone to see things your way.
- 25 Give me a specific occasion in which you conformed to a policy which you did not agree with.
- 26 When given an important assignment, how do you approach it?
- 27 What was the most complex assignment you have had? What was your role?
- 28 Tell me about a time when you understood an idea in a meeting and other people did not.
- 29 Describe a time when you had to use your written communication skills to get an important point across.
- 30 Tell me about a situation where you have had to adjust quickly to changes over which you had no control.
- 31 Describe a time when you were not very satisfied with your performance. What did you do about it?
- 32 What, in your opinion, are the key ingredients in maintaining successful business relationships?
- 33 Have you ever attended a meeting where the other person had not prepared properly? Tell me about it.
- 34 Describe a situation where you had to request help or assistance on a project or assignment.
- 35 Describe a time when you put your needs aside to help a co-worker to understand a task.
- 36 Give an example of when you took a risk to achieve a goal. What was the outcome?



**Planning**

- 37 How do you determine priorities in scheduling your time? Provide examples.
 - 38 Describe a situation where you had to get several things done at the same time. How did you handle it?
 - 39 Tell me about a time you had to handle multiple responsibilities. How did you organize your time?
 - 40 Describe your system for keeping track of multiple projects and meeting deadlines.
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Decisions

- 41 Give an example of a time in which you had to make a quick decision.
 - 42 Tell me about an important decision you had to make and how does it affect you today?
 - 43 Tell me about a time when you had to make a decision, but didn't have all the information you needed.
 - 44 What steps do you follow to study a problem before making a decision.
 - 45 We have all made some bad decisions. Give me an example of when this has happened to you.
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People skills

- 46 Give an example of when you had to work with a difficult person. How did you manage it?
 - 47 Tell me about a time when you had to deal with a difficult client. How did you handle the situation?
 - 48 Describe a time when you had to deal with someone who didn't like you. How did you handle it?
 - 49 Give an example of when a colleague criticized your work in front of others. Did you learn anything from it?
 - 50 Describe a time when you had to make two colleagues who disliked each other work together on a project.
 - 51 Tell me about a time when you create good feelings quickly with someone under difficult conditions.
 - 52 Have you ever had to discipline an employee? What happened and how did that make you feel?
 - 53 Give me an example of a time you had to persuade other people to take action. Were you successful?
 - 54 Describe a situation when you were able to have a positive influence on the actions of others.
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Handling problems

- 55 How would you evaluate your ability to deal with conflict?
- 56 Have you ever had difficulty with a supervisor? How did you resolve the conflict?
- 57 Tell me about a time when you had difficulty with a client or supplier. How did you handle it?
- 58 Tell me about a major problem you recently handled. Were you successful in resolving it?
- 59 Describe a situation where others you were working with on a project disagreed with your ideas.
- 60 Describe a situation where your boss was disappointed in your results. What happened?
- 61 Describe a time a colleague who wasn't completing their share of work. What happened in the end?
- 62 Describe a situation in which you had to arrive at a compromise or guide others to a compromise.
- 63 We can sometimes identify a small problem and fix it before it becomes a major problem. Give an example.
- 64 Describe the most difficult customer service experience you have had to handle. What was the outcome?
- 65 Tell me about a time when you failed to meet a deadline. What were the repercussions? What did you learn?
- 66 Describe a situation where you felt you had not communicated well. How did you correct the situation?
- 67 Describe a problem you solved for your company. What role did others play?
- 68 What do you do when you are faced with an obstacle to an important project? Give an example.
- 69 Describe a team experience you found disappointing. What could you have done to prevent it?
- 70 Recall a situation in which communications were poor. How did you handle it?
- 71 Tell me about a time when your honesty was challenged. How did you react?
- 72 Sometimes we are find dishonesty at work. How do you react to it?





Achievements

- 73 What has been your most rewarding achievement?
 - 74 What was the toughest challenge you've ever faced?
 - 75 What sorts of things have you done to become better qualified for your career?
 - 76 Give me an example of an important goal which you had in the past and about your success in reaching it.
 - 77 What is the most significant contribution you have made to a company?
 - 78 Give me a specific example of a time when you sold your supervisor an idea. What was the result?
 - 79 Describe an idea that wasn't your own that was carried out because of your efforts.
 - 80 Tell me about a time when you came up with an innovative solution to a challenge your company was facing.
 - 81 What has been your most successful experience in speech making?
 - 82 Describe the last time that you undertook a project that demanded a lot of initiative.
 - 83 Describe a project that best demonstrates your analytical abilities.
 - 84 Describe a recent job experience that you would consider as a real learning experience? What did you learn?
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Motivation

- 85 What motivates you to go the extra mile on a project or job?
- 86 Are you more energized by working with data or by collaborating with other individuals?
- 87 Which is more important to you, the job itself or your salary?
- 88 Give me a specific example of something you did that helped build enthusiasm in others.
- 89 Tell me about a difficult situation when it was desirable for you to keep a positive attitude. What did you do?
- 90 Have you found any ways to make a job easier or more rewarding or to make yourself more effective?
- 91 What do you do to meet the personal and professional demands in your life in a balanced way?
- 92 Describe a time when you had to make a difficult choice between your personal and professional life.

References

http://www.quintcareers.com/interview_question_database/interview_questions.html

