

What do you think of your previous manager?

Evasive: She did her job fine. She was a pretty nice person.

Disrespectful: She knew her stuff, but she did not give my colleagues or me any real guidance. It is like we were fendng for ourselves. She rarely stood up for us either. I do not really think she should be a manager.

Effective: My previous manager had excellent technical skills and was very agreeable as a colleague. I would have liked more support from her at times, but her hands-off style meant that I had to become resourceful in problem solving and negotiating with colleagues.

What is the riskiest thing you have ever done?

Too much information: My wife and I conceived our first child in front of the police department.

Dangerous judgment: I play chicken with trains.

Effective: The greatest calculated risk that I have taken was to launch my own internet company. My idea was solid, but I knew the market was volatile. Even though the venture ended, my investment of time and money paid off in terms of the skills, perspectives, and contacts that I made through the process. I feel like I matured-rather than aged-ten years during that time.

Interview Questions #1 - Quiz

Question 1: Why are you the best person for this job?

- a: ☐ "I've held a lot of positions like this one, and that experience will help me here."
 - b: ☐ "Because I am good at what I do."
 - c: ☐ "Our discussion here leads me to believe this is a good place to work."
 - d: ☐ "You need someone who can produce results, and my background and experience are proof of my ability. For example..."
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Question 2: If asked a point blank question such as: Are you creative? Are you analytical? Can you work under pressure? etc. What is the best way to answer?

- a: ☐ Answer yes or no.
 - b: ☐ Answer yes and give a specific example.
 - c: ☐ Answer yes and give an explanation.
 - d: ☐ -----
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Question 3: Describe yourself.

- a: ☐ Outline personal data, hobbies, and interests.
 - b: ☐ Give an overview of your personality and work habits.
 - c: ☐ Give three specific examples of your personality traits and accomplishments.
 - d: ☐ -----
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Question 4: Why are you in the job market?

- a: ☐ "I have invested a great deal of time with my company and become disenchanted with the way things are done."
 - b: ☐ "I have a solid plan for my career. Within that plan I am looking for additional responsibility and more room for growth."
 - c: ☐ "I have been passed over for promotions when I know I am capable of doing more. I want to move on to a company that will not stunt my growth."
 - d: ☐ -----
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Question 5: What are you looking for in a position?

- a: ☐ "I'm looking for an opportunity to apply my skills and contribute to the growth of the company while helping create some advancement opportunities for myself."
 - b: ☐ "I'm looking for an organization that will appreciate my contributions and reward my efforts."
 - c: ☐ "I'm looking for a position that will allow me to make enough money to support my lifestyle. I am a hard worker and will give a concerted effort to earn the money I need."
 - d: ☐ -----
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Question 6: What do you know about our organization?

- a: ☐ "I've done a little homework and here is what I know about your organization...(cite examples)"
- b: ☐ "Everything I've seen and heard makes me want to be a part of this organization. I understand your industry is _____ and your primary customer is _____. A particularly exciting part of your business appears to be _____."
- c: ☐ "I know enough to know this is an exciting place to work. It appears to be fit for my career goals."

d: ☐ -----

Question 7: What are your short term objectives?

a: ☐ "Short term, I just want a job."

b: ☐ "Bills are beginning to pile up. In the short run I need to find work so I can keep up with my obligations."

c: ☐ "Short-term, I'd like to find a position that is a good fit and where I can contribute to a company's bottom line. The position we are here to discuss today would appear to be such an opportunity. Could you tell me more about it?"

d: ☐ -----

Question 8: What are your long term objectives?

a: ☐ "I would think over long term I would be preparing myself to do your job."

b: ☐ "If selected I would hope to meet my goals and take advantage of opportunities to learn so I will be considered for other positions within the company. I hope to build my career with a company such as this one."

c: ☐ "Long term, I hope to start my own business."

d: ☐ -----

Question 9: Where do you see yourself in five years?

a: ☐ "In five years I will have either been promoted to your job or have started my own business."

b: ☐ "This is a very volatile market. I find it difficult to project out five years."

c: ☐ "That really depends on the firm I join. I would like to take a position with some responsibility and room for growth. The key is with the right challenge I intend to continually contribute and grow with the firm."

d: ☐ -----

Question 10: Before we go any further, what kind of money do you need to make?

a: ☐ "I was making 50k at my last job and I feel I am worth at least 10% more."

b: ☐ "My salary requirements are negotiable. Your firm has a reputation of compensating employees fairly and I trust you would do the same in my case. I am very interested in finding the right opportunity and will be open to any fair offer when I do so."

c: ☐ "Money is not very important to me. I need to be able to pay the bills but the work environment is far more important to me."

d: ☐ -----

Question 11: What are your strengths?

a: ☐ "I am good at giving constructive criticism to my coworkers. This honesty is something I'm very proud of and have found essential to having open working relationships."

b: ☐ "I consider myself to be very consistent. I have proven myself to be someone who can be counted upon to do what is expected."

c: ☐ "I have a determination and ability to get things done. At the same time, I have strong analytical abilities and problem solving skills. These skills combine to give me a unique ability to solve problems and then implement productive solutions."

d: ☐ -----

Question 12: What do subordinates think of you?

a: ☐ "They perceive me as a leader. The people who have worked for me learned a great deal under my direction and accomplished in many cases more than they thought possible."

b: ☐ "My employees would tell you they got direction when they needed and the room to work when it was appropriate. I believe a measure of a good manager is how much he is able to get done through others."

c: ☐ "They perceive me as someone who cared about them personally and had high expectations. Former employees would highlight three of my priorities, which are to build loyalty and a team environment, obtain results and develop people."

d: ☐ -----
