

Preparation Questions: For Business, Human Service, or Internship Positions

Be Prepared to Answer the Following Sample Questions You May be Asked when Interviewing

1. Tell me a little about yourself.
2. Why are you seeking to leave your present job?
3. Why do you want to work here? What is it about our organization that interests you?
4. What are your career goals or professional plans?
5. How would this job fit into your career plans?
6. How have you handled a conflict with a co-worker, supervisor or a teacher?
7. Which of your accomplishments has given you the most satisfaction and why?
8. What are your greatest strengths? What are your weaknesses?
9. Describe your work style. How do you go about getting things done?
10. Describe your current computer skills?
11. Tell me about the last project that you initiated? What was it? What was the outcome?
12. What do you like most (or least) about your most recent position?
13. What was the toughest work related or school related decision that you have had to make?
14. What skills do you feel you learned from your past positions that would be applicable to this one?
15. How have your educational experiences prepared you for this position?
16. What could you contribute or bring to this position to make it more effective or productive?
17. Tell me about an experience you have had where you have worked as a member of a team or group? What was your role? What was the outcome?
18. How do you go about working on multiple activities or projects at the same time?
19. What personal performance standards do you set for yourself? What have you done if you found yourself falling short?
20. Why should I hire you instead of the other candidates who have applied?

Be Prepared to Ask the Following Sample Questions when Interviewing

Company & Industry Related Questions

1. What are some trends in the industry that might impact this company?
2. What is the company's management philosophy?
3. What are the criteria for promotions? Is there a promotion from within policy?

Position Specific Related Questions

1. What are the company's goals or objectives for this position?
2. Why is this position available?
3. What would be some of the initial projects or concerns for someone coming into the position?
4. What is a typical day like in this position?
5. What are the available advancement possibilities? Describe the career path for this position?
6. What are the available internal and external training resources? Is additional training required?
7. How much travel is involved in the position, if any?
8. What other parts of the company does the person in this position interface with on an ongoing basis?
9. What is the frequency of performance and salary reviews?

Manager / Supervisor Related Questions

1. Can you describe the management style of the person that this position reports to?
2. If I were able to ask other employees in this department about what it is like to work under the current manager, what would they say?

Questions Related to Supervisory Responsibilities

1. What employee classifications report to this position? What are their responsibilities?
2. Will the number of employees reporting to this position be increasing or decreasing in the future? Why?