SAMPLE INTERVIEW QUESTIONS

PREVIOUS EMPLOYMENT / FUTURE EMPLOYMENT
- Describe your present responsibilities.
- What previous job was most satisfying and why?
- What previous job was the most frustrating and why?
- In what kind of environment would you like to work?
- With what kinds of people would you rather not work?
- What kinds of responsibilities would you like to avoid in your next job?
- What are two or three examples of tasks that you do not particularly enjoy doing? Indicate how you remain motivated to complete those tasks.
- Tell me about a work situation that irritated you.
- If I call your references, what will they say about you?
- Tell me about a “significant accomplishment” in your work experience when you were positively recognized.
- What do you like most/least about your present job?
- What do you do at your present job that requires you to use organizational skills?
- If you could change things in your present job, what would you change and why?
- If you were the supervisor in your present job, what would you do differently and why?
- What were some of the things you particularly enjoyed when you were working for your previous employer?
- What were some of the things about your job that you found more difficult to do?
- Was your former company a good place to work in terms of advancement opportunities and effective supervision? Why or why not?
- What would your former supervisor say about you if we called him/her and described the position requirements?
- Were you satisfied with the progress you made in your last job?
- How would your present supervisor or a college professor describe you?
- Why did you choose the career for which you are preparing?
- What do you think it takes to be successful at NCSU?
- In what ways do you think you can make a contribution at NCSU?
- What do you know about NCSU?
- Why did you decide to seek a position with NCSU?
- What two or three things are most important to you in a job?
- Are you seeking employment in a company of a certain size? Why?
- What criteria are you using to evaluate the company for which you hope to work?
- Do you have a geographical preference? Why?
- Will you relocate?
- Are you willing to spend six months as a trainee?
- Why do you think you might like to live in the community in which NCSU is located?

CHARACTER / INTEGRITY
- Discuss a time when your integrity was challenged. How did you handle it?
- If you could buy one skill, what would it be and why?
- Have you ever disagreed with policy/procedure? How did you handle it?
- What kinds of people annoy you?
- Tell me about a time when you felt you were right but knew that your position would not be followed. How did you handle the situation?
- What has been the most difficult project you have ever had to complete?
Tell me about a situation in which you had to go above and beyond the call of duty in order to get a job done.
Were/are you entrusted with confidential information in your current/last job?
How would you describe yourself?
What motivates you to put forth your greatest effort?
How do you determine or evaluate success?
What would you do if someone asked you to do something unethical?
Give me an example of a time you experienced a loss for doing what is right?
Have you ever asked for forgiveness for doing something wrong?
In what business situations do you feel honesty would be inappropriate?
If you saw a co-worker doing something dishonest, would you tell your boss? What would you do about it?
Tell me about a time when you were under pressure to complete a task. Why were you under pressure and how did you deal with the situation?
Tell me about a time when you had to do the same task over and over again. How did you deal with it?
Tell me about a stressful situation at work. What made it stressful to you and how did you handle the situation?
How would your present supervisor describe you?
From your understanding of the job, what assets do you feel you would bring to the job?
Give me an example of an accomplishment that has given you the most satisfaction. Why?

PERSONALITY / TEMPERAMENT / ABILITY TO WORK WITH OTHERS
What brings you joy?
Give me some examples that demonstrate your ability to adapt to a wide variety of people, situations, and environments.
What type of people do you most enjoy working with?
What have been your biggest problems in working with people?
Describe a situation where you had to work with a difficult person. How was the person difficult and how did you handle it?
Describe a time when your ability to use good judgement was important in a difficult work situation.
If you took out a full-page ad in the newspaper and had to describe yourself in only three words, what would those words be?
Describe what a person needs in order to be a good _____ (position)?
Describe ways you found to make your current or previous job easier. More fulfilling?
How would you describe your personality?
Give me an example of when you had to resolve a conflict with a co-worker or client? How did you resolve it?
Have you worked as a member of teams in the past? Describe the situation for me.
What are the advantages and disadvantages of working on a team?
Give me an example of how you have worked effectively with people to accomplish an important result.
Tell me about a team project of which you are particularly proud.
Tell me about some of the teams that you have had to get cooperation from. What did you do?
Tell me about the best boss you ever had. Now tell me about the worst boss. What made it tough to work for him or her?
Give me an example of when you have had to work under pressure. What was the circumstance and how did you deal with it to accomplish your goals?

GOALS
In which areas do you feel you would like to develop yourself?
How do you track progress on projects for which you are responsible?
• Have you taken any steps in the past year to improve your skills or performance?
• How do you measure your own success?
• What challenges are you looking for in a position?
• What motivates you most?
• What responsibilities do you want, and what kinds of results do you expect to achieve in your next job?
• What are you most proud of?
• Do you consider yourself a risk-taker? Describe a situation in which you had to take a risk.
• Give me an example of a time you made a sacrifice to improve yourself.
• Looking into the future, what changes and developments do you anticipate in your particular field?
• What are your long range and short range goals and objectives? (Business/career related) When and why did you establish these goals? How are you preparing yourself to achieve them?
• What are the most important rewards you expect in your business career?
• What do you hope to gain from this job?
• How do you feel we can meet your career objectives?
• Why do you think you will be successful at NCSU?
• What will you be looking for in this job that you do not find in your present job?
• What do you see yourself doing five years from now?
• What do you really want to do in life?
• What are your long-range career objectives?
• What are the most important rewards you expect in your business career?

EDUCATION
• What skills and abilities from your education and experience do you feel would help you in performing this job?
• Describe what you consider an “ideal” working environment.
• Why did you select ______ course of study?
• How do you see your education contributing to your employment?
• Why do you think you will be successful at NCSU?
• How has your college experience prepared you for a business career?
• What do you expect to be earning in five years?
• Which is more important to you, the money, or the type of job? Explain.
• Describe your most rewarding college experience.
• If you were hiring a graduate for this position, what qualities would you look for?
• Why did you select your college or university?
• What led you to choose your field or major study?
• What college subjects did you like least? Why?
• What college subjects did you like best? Why?
• If you could do so, how would you plan your academic study differently? Why?
• What changes would you make in your college or university?
• Do you have plans for continued study? An advanced degree?
• Do you think that your grades are a good indication of your academic achievement?
• What extracurricular activities did you participate in during college and/or high school? Describe what have you learned from them.
• In what part-time or summer jobs have you been most interested and why?
• How would you describe the ideal job for you following graduation?

SUPERVISION / MANAGEMENT
• Think of a problem person that you have had to deal with in the past and explain how you handled the situation.
• Describe a situation in which you had a difficult management problem. How did you solve it?
• Tell me about a situation when you felt justified in breaking or altering company policy or procedure.
• What efforts on your part have contributed to the development of your subordinates? How do you judge the results of your efforts?
• How are you capitalizing on your management strengths in your current job? In what areas do you believe you need further management development? How did you identify these needs?
• Tell me about a new idea you have had. Explain how you got subordinates to accept this new idea.
• Think of a day when you had many things to do and describe how you organized your time.
• Tell me about a time when you had a miscommunication with a subordinate. How did you resolve the issue?
• What qualities should a successful manager possess?
• Describe the appropriate relationship between a supervisor and subordinates.
• What sort of relationships do you have with your associates, both at the same level and above and below you?
• What is your management style? How do you think your subordinates perceive you?
• As a manager, have you ever had to fire anyone? If so, what were the circumstances, and how did you handle it?
• Tell me about a situation where a project was returned for errors. How did you handle the situation? What effect did this have on you?
• Tell me about a managerial decision you made during the past two years that you would like to change. What did you do?
• How do you motivate subordinates?

PAST MISTAKES
• Tell me about an objective in your last job that you failed to meet and why.
• Give me an example of a time when you were criticized. How did you deal with it?
• Give me an example of a mistake you made. What did you learned from your mistake?
• Tell me about a situation where you “blew it”. How did you resolve or correct it to save face?
• Tell me about a situation where you abruptly had to change what you were doing.
• Tell me about a time when you had to work on a project that did not work out the way it should have. What did you do?
• If you had the opportunity to change anything in your career, what would you have done differently?

CREATIVITY / PROBLEM SOLVING
• When was the last time you “broke the rules” (thought outside the box) and how did you do it?
• Describe two examples of effective workplace decisions you have made in the last six months.
• How do you prioritize your tasks?
• Give me an example of something you have done that was innovative.
• Tell me about a wild idea you had in the past year. What did you do about it?
• Tell me about a time when someone brought you a new idea, particularly one that was odd or unusual. What did you do?
• What company procedures or practices do you feel can be tightened up? How would you change them? Why?
• Describe an example of one of your ideas being strongly opposed in a management discussion. How did you react?
• Describe a situation where you had to problem-solve a significant issue or situation.
• If you could do anything in the world, what would you do?
• What is the most difficult decision you have had to make? How did you arrive at your decision?
• Describe some situations in which you worked under pressure to meet deadlines.
• Tell me about a situation in which you had to meet two different deadlines given to you by two different people and you could not do both. What did you do?
• Describe your approach to solving work problems. Why does this work best for you?
• Give me an example of when you solved a tough problem.
• Describe your approach to taking on a new task. What management style do you prefer when receiving a new task?
• You are on the phone with another department resolving a problem. The intercom pages you for a customer on hold. Your manager returns your monthly report with red pen markings and demands corrections within the hour. What do you do?
• Give me an example of a major problem you have encountered and how you dealt with it.

GENERAL
• What additional information do you think I should know about you?
• Describe for me the most interesting thing you have done in the past three years (job related).
• What do you think it takes to be successful at NCSU?
• How did the best manager you ever had motivate you to perform well? Why did that method work?
• What is the best thing a previous employer did that you wish everyone did?
• What do you consider your greatest strength/weakness to be?
• What are you most proud of?
• What is important to you in a job?
• What do you expect to find at NCSU that you do not have now?
• In considering joining NCSU, what are some of the factors that you took into account?
• Why should I hire you?
• What do you think you owe to your employer?
• What does your employer owe to you?
• What are two or three examples of tasks that you do not particularly enjoy doing? Indicate how you remain motivated to complete those tasks.
• Tell me about a “significant accomplishment” in your work experience when you were positively recognized.
• Give me an example of tasks you perform at your present job that require you to use organizational skills.
• In what ways do you think you can make a contribution at NCSU?
• What two or three things are most important to you in a job?
• What will you be looking for in this job that you do not find in your present job?
• What questions do you have for me?