



Sample Interview Questions

General

1. Tell me about yourself.
2. Why are you interested in working for this company? Why are you interested in this position?
3. Why have you chosen this field?

Personality

1. Describe your best/worst boss.
2. What kind of work environment do you feel most comfortable in? Working in a team or on your own?
3. Tell me about your previous experiences working as part of a group or team. Who was involved? What role did you play? What were the results?
How did you feel about the experience?
4. Think of a person you had to deal with while working that was difficult or highly agitated. How did you deal with them and defuse the situation?
5. Tell me a specific example of a time when you had to persuade people to do something or see your point of view.
6. Give an example of when your persistence had the biggest payoff.
7. Describe a time when you were placed in a potentially unethical situation? How did you respond?
8. What types of people do you find most difficult to work with and why?
9. Tell me about a time when you were able to help someone. How did you help them? Why?
10. Tell me about a time when you gave another person negative feedback that was designed to help them. What approach did you use?
11. Can you give me an example of when you trained someone effectively?
12. Describe the aspects of your job that you would change if you could do so.
13. Give an example of how you worked effectively with people to accomplish an important task or project.

Self-Awareness

1. What is your major strength/weakness?
2. How would a professor/boss who knows you well describe you?
3. What are 5 adjectives that you would choose to describe yourself?
4. Tell me about a time when you failed at something and turned it into a learning experience.
5. How do you prefer to learn a new task?
6. Would you describe yourself as assertive or behind the scenes?
7. Why did you choose this career field?
8. What tasks do you feel most confident in doing?
9. Do you consider yourself a self-starter? If so, explain why and give examples.
10. What situations frustrate you the most? How do you cope?
11. When you have been told, or discovered for yourself, a problem in your job performance, what have you typically done? Can you give me an example?

Direction

1. Where do you see yourself in 5 years?
2. When you changed jobs in the past, how did you make the decision to leave? What factors influenced you? Looking back, would you have done anything different? Why or why not?
3. What do you feel you need to develop in terms of skill & knowledge to be ready for the future?
4. Do you have plans for continued study? An advanced degree?
5. What is your long-term professional goal?

Experience

1. How has your college experience helped prepare you for this career?
2. How has your extracurricular activities prepared you for the work force?
3. Tell me about a complex project you had to finish and how did you accomplish it?
4. Walk me through a situation where you had to do research and analyze the results for one of your classes or jobs.
5. Give me an example when you demonstrated initiative.
6. What special aspects of your work experience have prepared you for this job?
7. Can you give me an example of your ability to manage or supervise others?
8. How much supervision have you typically received in your previous job?
9. How did your supervisor on your most recent job evaluate your job performance? What were some of the good points & bad points of that rating?
10. What were some of the things about your last job that you found most difficult to do?

Leadership

1. What leadership positions have you held? Describe your leadership style.
2. In your present job what approach do you take to get your people together to establish a common approach to a problem?
3. What specifically do you do to set an example for your co-workers?
4. What are three effective leadership qualities you think are important? How have you demonstrated these qualities in your past/current situation?

Creativity & Problem Solving

1. Tell me about a time when you generated a new ideas or suggestion? What was the result?
2. Describe a situation in which you effectively developed a solution to a problem by combining different perspectives or approaches.
3. How do you generate new ideas?
4. When was the last time you “broke the rules” (thought outside the box) and how did you do it?
5. What have you done that was innovative?
6. Describe 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?
7. What type of approach to solving work problems seems to work best for you? Give me an example of when you solved a tough problem.
8. When taking on a new task, do you like to have a great deal of feedback and responsibility at the outset, or do you like to try your own approach?

Time Management

1. Time management is a necessary factor in personal productivity for salespeople. Can you give me an example of any time management skill, technique, or tactic that you have learned and applied at work?
2. How do you handle interruptions and crises? Can you give me an example of a recent incident?
3. What kinds of systems, aids or software programs do you use to organize yourself at the office

Persuasion & Selling

1. Describe a situation where you had to persuade others.
2. Describe a time when you had to use a different approach because your initial approach failed to sell or persuade another.
3. Tell me about the most successful time you sold an internal/external customer a product or idea. What did you do to make it successful?

Planning & Organizing

1. Describe your system of planning and organizing your work. Give an example of how this system helped you do your job.
2. Walk me through a recent or typical workday and explain how you planned the day's activities.

Stress Management

1. Give an example of a time when you had to deal with a great amount of pressure.
2. Do you feel pressure in your job? Tell me about it.
3. What has been the highest-pressure situation you have been under in recent years? How did you cope with it?
4. Tell me about a time that you faced unrealistic/unreasonable goals or expectations. How did you respond/handle it?
5. Describe the most stressful work situation you have faced. Why was it stressful and how did you react?

Motivation

1. How have you motivated yourself to do something that you truly did not want to do in school or in work?
2. Describe an instance where you set your sights on a high/demanding goal and saw it through to completion, despite obstacles.
3. Tell me about a specific time when you were unsure about what you were supposed to be doing and how you got on the right track.

Adaptability

1. Describe a recent situation where you had to make an abrupt change in your plans. How did you respond to this change?
2. Tell me about a time when you received constructive criticism, how did you respond?
3. In your own words, describe what diversity means to you.
4. Give me an example of different types of individuals you have worked with and how you got along with each of them.

Integrity

1. What policies, procedures or rules do you find most difficult to follow? Why? Have you ever broken or bent the rules? What was the outcome?
2. You've heard the expression "*The end justifies the means.*" Do you agree or disagree with this statement? Why?
3. Can you give me an example where you have been placed in an awkward position with a client/customer and how you managed to extricate yourself without damaging the relationship?

Customer Service Orientation

1. Tell me about a time you were approached by an upset customer, but in this situation you knew they were wrong. How did you deal with the situation?
2. Describe what skills or qualities are important for dealing effectively with customers. Give me an example of when you used these skills.
3. Describe a situation when you had to involve others to help solve a customer's problem. What was the problem and how did others help?
4. On occasion, we all wish that we could change how we interact with customers. Tell me about a customer interaction you wish you could change. What would you do differently?
5. Tell me about a time when you had to handle a difficult customer. Did the customer leave happier?

Communication

1. Describe the most significant written document/presentation which you had to complete.
2. Listening to customers is an integral part of sales. Outline an instance where your ability to listen to a client's needs helped you relay information about your company's product/service more effectively.
3. Do you find it helpful to take notes when talking to a customer? How do you keep track of your customer contacts?
4. During a sales demonstration/presentation, what techniques do you use to repeat the prospect's key concepts back to him or her?

Closing Questions

1. What do you know about our organization?
2. Why do you want this position?
3. What contributions would you make to our organization?
4. What does a job have to have to give you satisfaction?
5. If you were hiring a graduate for this position, what qualities would you look for?
6. What two or three things are most important to you in a job?
7. Why should I hire you?