

Sample Interview Questions

Typically, a wide variety of questions can be used to help gain information about a candidate's job skills. The questions on the next page may be used as guidelines to help you develop questions which would target a specific job's skill requirements.

SCHOOL QUESTIONS

1. How did your college experience prepare you for a business career?
2. What led you to choose your major?
3. Do you think your grades are a good indication of your academic achievement? Of your potential?
4. What have you learned from participation in extracurricular activities?
5. On what committees have you served? What did you contribute?
6. Describe the toughest course you took. Describe the easiest.
7. Which courses did you find most beneficial? Least beneficial?
8. Describe your favorite (or best) instructor.
9. If you could go back to school, would you take the same major?
10. How do you feel about the amount of time spent in extracurricular activities?
11. I see you worked while in school. Tell me about a typical day for you.

JOB-RELATED QUESTIONS

1. What interests you about this particular position?
2. For what reasons should we hire you?
3. In what ways do you think you can make a contribution to our company?
4. Describe your most rewarding professional experience?
5. If you were hiring for this position, what qualities would you look for?
6. What were your highest priorities in your last job?
7. Tell me about a project or procedure you developed and initiated.
8. How large was the last organization you worked for?
9. If you were to get this job, in what areas could you contribute immediately? After some orientation and training?
10. Give me an example of a time where your supervisor complimented you. Criticized you?
11. Tell me about the toughest sale you ever had and how you handled it.
12. Describe a time when you were faced with problems on the job that tested your coping skills.
13. What led you to seek a position with us?
14. Do you have a geographic preference?
15. Are you willing to relocate?
16. Are you willing to travel?
17. How would you evaluate the company you were with last?
18. What do you think the job entails?
19. What are you seeking in a new position that you are not getting in your present one?
20. Tell me what you know about us.
21. Describe the most significant document or report which you have had to complete.