

INTERVIEW PREPARATION

Please provide written responses to the questions below. Make sure to use an original response to each question – do not pick a single situation and experience and describe that item through all the questions.

Position Type in mind when completing this questionnaire: _____

Organization in mind when completing this questionnaire: _____

1. Please tell me about yourself. (Keep in mind this question is to describe your professional history and special skills. Do not talk about family, hobbies or interests.)

2. What do you know about this organization?

3. Why are you interested in working for our company?

4. Why are you interested in this position?

5. What experience do you have in this field?

6. Do you consider yourself successful?

7. Where do you see yourself in 5 years?

8. What action are you taking today to position yourself to achieve your future goals?

9. Tell me about your dream job.

10. Why are you ready to leave your current position? OR Why did you leave your last position? (Respond according to your situation.)
11. Have you ever been asked to leave a position?
12. If you were to stay in your current position, what would you do differently to impact your team?
13. What new skills or ideas can you bring to this position that other candidates aren't likely to offer?
14. Please describe your work ethic.
15. What are your strengths? (Please describe a minimum 3 or a maximum of 5.)
16. What are your weaknesses? (Please describe a minimum 3 or a maximum of 5.)
17. What are you doing to overcome those weaknesses?
18. What skills do you feel are most critical to this position?
19. Give an example of how you saw a project through to completion despite obstacles.
20. How do you regroup when things haven't gone as planned?

21. Tell me about your ability to work under pressure.
22. How do you manage your work week and make realistic deadlines?
23. What personal skill or work habit have you struggled to improve?
24. Describe a time in your work experience when the existing process didn't work and what you did about it.
25. Describe your personal leadership/management style.
26. Describe a time you had to alter your leadership/management style.
27. Do you believe your job appraisals have adequately portrayed your leadership/management abilities?
28. What aspects of this job do you feel most confident about?
29. What concerns you most about performing the duties required of this position?
30. Tell me about a learning experience that affected your leadership/management style?
31. How do you balance your reliance on facts with your reliance on intuition?

32. Tell me about the most difficult person you have ever had to deal with.
33. Tell me about what motivates you.
34. Give me an example of a time you delivered more than what was expected.
35. Tell me about a time you saved money for an employer or organization.
36. Tell me how you supported and helped obtain a corporate goal.
37. How have you handled criticism of your work?
38. What aspects of your work are most often criticized?
39. What have you done to make your work environment more of a positive place to work?
40. What qualities do you look for in a boss?
41. Describe your greatest professional success.
42. Describe your greatest professional failure.

43. Are you a team player?
44. Tell me about a time you were challenged in a team environment and how you overcame it.
45. Describe a situation in which you had to arrive at a compromise or guide others to a compromise.
46. What type of person do you least like to work with?
47. What type of person do you work with the best?
48. What are two or three things that are most important to you in your job?
49. Why should we hire you?
50. List some questions here for the interviewer.