

145 Common Interview Questions

Courtesy of Capital Public Radio, Sacramento CA

1. Why do you want this job?
2. Tell me about yourself?
3. Why should I hire you?
4. What is your major achievement?
5. What do you consider yourself good at doing?
6. What sort of person are you?
7. What are your strengths?
8. What are your weaknesses?
9. What do you know about our organization?
10. How would you approach this job?
11. How do you get things done?
12. How do you manage your staff?
13. What do you look for in a supervisor?
14. What do you look for in a subordinate?
15. How do you decide on your objectives?
16. How do you manage your day?
17. What interests you most in your work?
18. What have you read recently that has taken your interest?
19. What sort of things do you like to delegate?
20. What additional training would you need for this position?
21. In what environment do you work best?
22. How did your job responsibilities change in your prior position over time?
23. What motivates you?
24. If you could change your current job in any way how would you do it?
25. If you could change your organization in any way how would you do it?
26. How have you changed over the last five years?
27. Where do you see yourself going in the next five years?
28. Describe a time when you felt you were doing well in prior positions.
29. Describe a time when you felt things were not going well in prior positions.
30. Do you prefer to work in a team or alone?
31. What contributions do you make to a team?
32. What would your colleagues say about you?
33. How would your supervisor describe your work?
34. Describe your ideal work environment
35. Tell me about a time when you successfully managed a difficult situation at work.
36. When are you the happiest at work?
37. Describe a difficult situation and what you did about it.
38. Who are you working best with just now? Why?

39. Who are you finding it difficult to work with right now? Why?
40. Describe how you typically approach a project
41. Given a choice in your work what do you like most about your work?
42. Given the choice what would you leave until last in your work?
43. On vacation, what do you miss most about your work?
44. What do you think you can bring to this position?
45. What do you think you can bring to this company?
46. Why did you leave your prior positions?
47. How do you see this job developing?
48. What type of rewards motivate you?
49. In what areas do you feel you are lacking experience for the position we are offering?
50. Why are you dissatisfied with your present job?
51. Given the choice of making more money or having more time off, what would you choose?
52. Why are you considering leaving your present job?
53. Why have you stayed so long/for such a short while with your present company?
54. Why were you out of work for so long?
55. Why were you let go/fired?
56. When we ask for a reference what will they say about you?
57. What sort of salary are you expecting?
58. What do you think is your market value?
59. On a scale of 1 to 10, with 10 being the highest, how important is your work to you? Why not 10?
60. How did you get your last job?
61. Why were you transferred/promoted?
62. If you don't get along with someone on your team, how do you handle the situation?
63. What do you like best about your present job?
64. What do you like best about your present organization?
65. What did you learn in that job?
66. What did you learn from the xyz organization's approach?
67. How did that job influence your career?
68. If you did not have to work what would you do? Why?
69. Given the achievements in your resume, why is salary so low/high?
70. If you stay with your current employer, what will happen to your career?
71. What other jobs have you applied for recently?
72. How could your boss improve his/her management of you?
73. What decisions do you find easy to make?
74. What decisions do you find difficult to make?
75. How does this position fit into your job career plan?
76. Please tell me about something that your supervisor did to upset?
77. From your resume it would seem you move every so many years. Why is this?
78. What is your favorite spare time activity?
79. If you don't get a job with us, what are your other options?
80. What training courses have you been in?
81. What training have you done before this job?

82. Have you ever thought of completely changing your career?
83. On taking this job, what do you see as your major contribution?
84. How do you get the best out of people?
85. Which of your jobs has given you the greatest satisfaction?
86. How do you respond under stress? Can you provide a recent example?
87. This job has a large component of travel/sales/negotiation/stress. How will you cope with that?
88. Is working overtime a problem?
89. What will you look forward to most in this job?
90. What sort of person are you socially?
91. In your view, what are the major problems/opportunities facing this company/industry?
92. How did you get into this line of work?
93. What other irons do you have in the fire for your next job?
94. What will be your key target in this job if we hire you?
95. What aspects of this job would you delegate?
96. What makes you think you can be successful with us?
97. What are the major influences that encourage you to take a job?
98. How does the job sound to you?
99. What questions do you have for us?
100. Describe a conflict with an employee and how you handled it?
101. Describe a work situation in which you were not proud of your performance. What did you learn from this mistake?
102. Describe a time when you accomplished a challenging goal
103. Describe how you have handled rude, difficult or impatient people.
104. Have you ever been absent from work? If so, how often?
105. Have you ever been late for work? If so, how often?
106. How do you complete a boring job?
107. Looking back now, is there anything that you would have done to improve your relationship with that one bad boss?
108. Please give me an example of your experience in staying late to finish a project. How do you feel about that?
109. Please tell me a situation where you were very stressed and how did you handle it?
110. Tell me about a particularly difficult or awkward conversation you needed to have with someone?
111. What would you define as a satisfactory attendance record?
112. When have your verbal communications been important enough to follow up in writing?
113. Your supervisor left an assignment in your "in" box, then left town for a week. Now you can't reach him and don't understand the assignment. What would you do?
114. Your supervisor tells you to do something in a way you know is ineffective. What would you do?
115. You've changed jobs quite frequently, what assurances do we have that you will stay with us?
116. Are you able to accept a job paying less than you are currently making?
117. Do you feel that money is the most important aspect of a job?
118. I can imagine you must have a specific number in mind for salary in order for you to accept the position. What is it?

119. I understand your reluctance to commit to a salary estimate here, however I need to know what salary you are seeking in order to know if your salary is within our range.
120. What type of salary are you worth, and why do you think so?
121. How do you think your co-workers would describe you?
122. How would others describe you as an individual?
123. What would your references say about you?
124. Do you feel comfortable asking for help?
125. Have you ever worked with someone you don't like?
126. Do you know what postures people take if they agree with you
127. Do you know what postures people take if they don't like your ideas?
128. What have you been most frequently criticized for?
129. What types of things make you angry?
130. How do you influence someone to agree with your ideas?
131. Do you have goals to become a manager?
132. Did you set goals for next year?
133. Do you have things you would like to accomplish in life?
134. Do you set your own goals?
135. What are goals you would like to accomplish in this profession?
136. What are some things you had planned, but were unable to accomplish?
137. What are your long range and short range goals and objectives, when and why did you establish these goals and how are you preparing yourself to achieve them?
138. How often do you set goals for yourself?
139. Are you a very organized person?
140. Are you systematic?
141. Do you manage time well?
142. Have you been in charge of building, approving expenses, or monitoring departmental progress against financial goals?
143. How do you keep track of projects?
144. How do you organize your workload – could you describe it?
145. Tell me about a time when you organized a project where your directions were vague?