

Interview Questions

Open-Ended Questions

- Tell me about yourself.
- What are your greatest talents?
- What, in your view, makes a person likable?
- What talents do you have that make you feel you will have success on the job?
- Do you prefer to work alone or with others?
- What have you learned about yourself in the last 5 years?
- What things come easily for you in work?
- How do you overcome differences in viewpoint?
- Do you anticipate problems well or do you merely react to them?
- What aspects of your job(s) have been the most rewarding?
- Tell me what aspect of your work you are still trying to master.
- What is your ideal job?
- What else would you like me to know about you that is not in your resume?
- What are you looking for in your next position?
- If I were to talk to the people that you work with, what would your co-workers say about you?
- What risks did you take in your last few jobs and what were the results?
- What do you think it takes for a person to be successful in this work?
- Define cooperation.
- Tell me a story.

Interview Questions

- What jobs have you enjoyed the most? The least? Why?
- What kind of tasks do you enjoy tackling?
- In what specific areas of knowledge required by this job do you feel especially proficient?
- What do you do well?

Talent Questions

- Tell me about a time that your work was criticized and how you responded to that.
- Give examples of your experiences at school or in a job that were satisfying.
- Give examples of your experiences that were dissatisfying.
- Describe some projects or ideas (not necessarily yours) that were implemented, or carried out successfully due to your efforts.
- Describe a situation that required a number of things to be done at the same time. How did you handle it and what were the results?
- Tell me about a time when you wrote a report that was well received. What do you attribute that to?
- Tell me about a specific project or program that you were involved with that resulted in improvement in a major work area.
- What is your idea of an ethical organization?
- Have you ever witnessed an issue of ethics arise in past positions? What happened and how did you handle it?
- Have you ever forfeited your job/career for doing what was right? If so, do you have any regrets?

Interview Questions

- If your boss asked you to lie for them what would you do?
- Did you see the ethics statement/policy on our website?
- Tell me about a time when your ethics were challenged.
- Describe a time when you knew someone was doing something unethical. How did you handle the situation?
- Describe a time when you had to confront someone else's unethical behavior.
- What keeps you coming to work besides a paycheck?
- Give me an example of how you put your personal beliefs and values into action.
- Describe 3 work ethic values that you hold. (ex: honesty, positive attitude, integrity, accountability, dedication, responsibility)
- When you've had ethical issues arise in the past, whom did you consult?
- Sometimes it's easy to get in "over your head". Describe a situation where you had to request help or assistance on a project or assignment.
- What steps do you follow to study a problem before making a decision?
- There are times when a small problem can be identified and fixed before it becomes a major problem. Give an example of how you have done this.
- Describe a situation in which you had to collect information by asking many questions of several people.
- Recall a time from your work experience when your manager or supervisor was unavailable and a problem arose. What was the nature of the problem and how did you handle the situation?
- How do you determine priorities in scheduling your time? Provide examples.

Interview Questions

- Describe a time in school when you had many projects or assignments due at the same time. What steps did you take to get them all done?
- Describe for me a situation where you may have missed an obvious solution to a problem.
- Tell me about a situation in which you were able to find a new and better way of doing something significant.
- Recall a time when you were creative in solving a problem.
- Tell me about a time when you had to bring out the creativity in others.
- Tell me about a time that you prioritized the elements of a complicated project.
- Describe a time when you had to make an important decision with limited facts.
- Describe for me a time when you had to adapt to a difficult situation. What did you do?
- Describe a situation where others you were working with on a project disagreed with your ideas. What did you do?
- Tell me about a time where you found that your results were not up to your supervisor's expectations. What happened and what actions did you take?
- Relate a time when you had to arrive at a compromise or guide others to a compromise.
- Tell of a time when your active listening skills really paid off for you – maybe a time when other people missed the key idea being expressed.
- Tell of the most difficult customer service experience that you have ever had to handle - perhaps an angry or irate customer. Be specific and tell what you did and what the outcome was.

Interview Questions

- Give an example of when you had to work with someone who was difficult to get along with. Why was this person difficult and how did you handle that person?
- Describe a situation where you found yourself dealing with someone who didn't like you. How did you handle it?
- Tell me about a time when you had to present information to a person or group in authority and were able to do it successfully.
- Describe a situation where you had to be persuasive and sell your idea to someone else.
- Describe a time where you persuaded team members to do things your way. What was the effect?
- Recall a time when you were tolerant of an opinion that was different from yours.
- Give me an example that would show that you've been able to develop and maintain productive relations with others, even though there were differing points of view.
- Tell me of a time when you played an integral role in getting a team (or work group) back on track.
- Tell me about a time when you made a lasting, positive impression on a customer.