

Sample Interview Questions

This is a selection of basic questions for any interview.

1. What attracted you to this position?
2. How will your past work experience contribute to our office?
3. What has been your most valuable work experience?
4. What has been your least valuable work experience?
5. Tell me about a recent accomplishment that made you especially proud.
6. Describe your ideal work environment (and supervisor).
7. Tell me about a time when you had to deal with a difficult customer/client.
8. Describe your time management system.
9. Your resume indicates that you are proficient with _____ software. Tell me about a project that required the use of it, and what steps you used.
10. How do you balance extra-curricular activities with schoolwork?
11. Tell me about a time when you had to make a tough decision, but did not have all of the information you needed.
12. If other people were to describe you in three words, what would they be?
13. If you were assigned a major project, what five steps would you take from conception to completion of the project?
14. What was the most difficult task you have faced in the workplace and why?
15. What motivates you?
16. How do you motivate others?
17. How do you measure success?
18. What skills do you believe you will bring to this position?
19. What do you hope to gain from the position?
20. Do you have any questions to ask us?

Sample Behavioral Interview Questions

This is a selection of questions that are intended to reflect an interviewee's skills and abilities.

Adaptability:

- You've probably had this experience: You have worked hard on something, and then you are told you must change your priorities and do it some other way. How did you handle that?
- Going from high school to college can be a dramatic change. Tell me about a particular challenge you encountered when you made this transition, or any other significant transition you've experienced.

Attention to Detail:

- Have you ever found error in your own work? What did you do about it?
- Tell me about an important document you have had to write. What steps did you have to take before you considered it complete?

Customer Service Orientation:

- What are three qualities everyone who works in customer service must have to succeed?
- As a _____, how did you ensure that you were providing good service? (Give me an example of one customer interaction)
- How might you handle an angry or frustrated customer?

Initiative / Teamwork:

- Give me an example of when you did more than was required in a course or a previous job.
- Have you handled a difficult situation with someone at school or work? Tell me about a specific situation and how did you handle it.

Leadership:

- Tell me about a leadership role you had in an extracurricular activity or former job. (How did you lead? Give me an example.)

Managing Multiple Priorities:

- How do you handle a challenge?
- How do you prioritize when you have multiple projects or tasks to accomplish?
- Under what conditions do you do your best work? Which ones do you find most difficult?

Cultural Competency

- How can you contribute to our goal of valuing diversity?
- Tell us about a time when you built relationships across differences.
- Describe a time when you needed to work cooperatively with someone that did not share the same ideas as you.