



## Interview Questions

The following list of groups of questions may assist with your interview preparation

### **‘Opening’ Questions**

Tell me about yourself

How did you hear about this position?

Why do you want to work here?

Why do you want this job?

Why should we hire you?

What do you know about this industry?

What do you know about our organisation?

What can you do for us that other candidates can't?

What are you looking for in a new position?

What were the responsibilities of your last position?

Give us an overview of your CV

Discuss your educational background

Describe yourself

What can you offer us that someone else cannot?



## 'Can You Do It' questions

What are your strengths?

What are your greatest strengths?

What are your weaknesses?

What is your greatest achievement outside of work?

What is your greatest professional achievement?

Tell me about your proudest achievement

Tell me about a work challenge or conflict you've faced and how you dealt with it

What are you most proud of?

Tell me about a time you demonstrated leadership skills

When time is running out, how do you decide what to cut from your to-do list?

Have you ever had to give a presentation and how did it go?

How do you prioritise your projects?

Tell me about a time you solved a problem in a creative or unorthodox way

Tell me what you do when presented with a deadline that seems too short

How do you handle interruptions when you're under a time constraint?

What would you do if you were chosen to represent the company at a trade show?



Tell me about a time where you had to extricate yourself from a tricky situation

What is one example of a goal you achieved and how did you work to achieve it?

How do you prioritise service to a large number of clients at the same time?

Tell me about a time where you were the resident expert, did people trust you?

Do you consider yourself to be better with written or verbal communication?

What was the last project you led and what was its outcome?

Tell me about a time where you used logic to solve a problem

Tell me about the accomplishment you are most proud of

What makes you unique?

What techniques and tools do you use to keep yourself organised?

Tell me 10 ways to use a pencil other than writing

Sell me this pencil

What would you do if faced with a key decision without enough information to make it?

You have to make an important decision in a short time constraint, how do you make it?

Tell me about a time when a co-worker wasn't responsive to your request for assistance

If you were an animal, which one would you want to be and why?

If you could choose one superhero power, what would it be and why?



With your eyes closed, tell me step-by-step how to tie my shoes

What do you do to verify that the work you produce is accurate and valuable?

How do you review your work to identify errors before finalizing a project?

How do you handle your schedule being interrupted?

You've listed "team management" as a skill, tell us about a time you've led a team

What is your most important personal achievement you didn't list on your CV?

What is your proudest moment in your professional career to date?

### **'Will You Do It' Questions**

What motivates you?

What are you looking for in terms of career development?

How do you want to improve yourself in the next year?

What do you like to do?

Tell me about a time you went above and beyond your job duties

What do you do if your job training is going poorly?

Have you ever had to take over for your boss and what did you do and did you enjoy it?

Tell me about a time you were stressed at work and how you handled it

What would you say is your greatest challenge as a team leader?



What would you choose if you had to pick between a professional or a personal goal?

Describe a time where you worked under intense pressure for a short time

What do you do if you want more training than what your job is providing you?

Have you ever been passed over for a promotion and, if so, how did you react?

Have you struggled to reach a goal and failed and how did you handle it?

How do you set goals in a way that facilitates achieving them?

What do you do when you finish your work and the day isn't over yet?

What are your lifelong dreams?

Tell us about a time you felt defeated in your job and how did you handle it?

What do you ultimately want to become?

Describe a time where you worked under pressure for an extended period.

Have you ever had to hand off a stressful situation to a co-worker or supervisor?

How do you handle pressure?

What are your career goals?

What gets you up in the morning?

What is your personal mission statement?

How do you find motivation for a project you're not enthused to work on?



What kind of goals would you have in mind if you got this job?

If I asked your last manager, what additional training would they suggest for you?

How do you prioritise your work?

What is your dream job?

What are you passionate about?

What would your first 30, 60, or 90 Days look like in this role?

Who are our competitors?

Have you ever had to make a risky decision and how did it turn out?

What motivates you?

What are your pet peeves?

How do you like to be managed?

Where do you see yourself in five years?

What do you think we could do better or differently?

Why do you want this job?

Where would you like to be in your career three years from now?

When were you most satisfied in your job?

Tell me how you handled a difficult situation



What did you enjoy the most about your last job?

What did you enjoy the least about your last job?

### **'Will You Fit' Questions**

How would you describe your work style?

What would be your ideal working environment?

What are three positive things your last boss would say about you?

What three character traits would your friends use to describe you?

What are three positive character traits you don't have?

If you were interviewing someone for this position, what traits would you look for?

Who was your favourite manager and why?

What do you think of your previous boss?

If asked to perform a task that is contrary to your personal values, what would you do?

Was there a person in your career who really made a difference and, if so, why?

What makes an ideal team member in your eyes?

Have you ever calmed down an angry customer and, if so, how did you do it?

Have you ever been unable to calm down a customer and, if so, why not?

Have you ever had to deal with an irate manager and, if so, what did you do?



Have you ever bent company policy to satisfy a customer and, if so, why did you do it?

Have you ever been unable to bend company policy and irritated a customer?

How do you handle bring a problem to the attention of a vendor?

Have you ever had to defend a customer to your superiors and, if so, how did you do it?

Tell me about the best review you've ever gotten from a customer

Tell me about the worst review you've ever had from a customer

Tell me about a time you've had to deal with a client used to exploiting loopholes

What do you do when you discover a mistake made by a co-worker?

Which would you lean on to make a decision - logic or a gut feeling?

Tell me about a time where your gut feelings have been wrong

Tell me about the most difficult decision you've had to make on the job

Tell me about a time you've had to put together a team and explain how you did it

What do you do if a team member on your project isn't pulling their weight?

What kind of personalities do you work best with and why?

Give examples of ideas you've had or implemented

If you had to choose one, are you a big-picture person or a detail-oriented person?

What would your direct reports say about you?



Have you ever noticed a co-worker violating company policy and, if so, what did you do?

What were your last bosses' strengths and weaknesses?

Tell me the difference between good and exceptional with work examples

How would you go about motivating a team member who is struggling?

What's the last book you read?

Tell me about a decision you made that proved unpopular and how you handled it

How would you deal with an angry or irate customer?

What would you do if you won the lottery?

Who are your heroes?

What do you like to do for fun?

What do you do in your spare time?

What is your favourite memory from childhood?

How would you handle a team member who failed to reach their goals?

What do you do when you need to make a good impression with a new customer?

What do you do when you need to make a good impression with management?

Tell me about a time when you disagreed with your boss

What's your ideal company?



What attracted you to this company?

Are you a leader or a follower?

Have you solved a squabble between two team members and, if so, what did you do?

Give an example of a successful moment as part of a team

Give an example of an unsuccessful moment as part of a team

How do you handle your team being reprimanded for something you didn't do?

Give an example of a difficult situation with a team member you've had to solve

What do you do if your team disagrees with your manager's decisions?

What would you do if your team was waiting on another team dragging their heels?

Tell me about a time you worked with a someone with a different personality to you

What are your hobbies?

What is your favourite website?

What makes you uncomfortable?

What are some of your leadership experiences?

What do you like the most and least about working in this industry?

What type of work environment do you prefer?

What are the qualities of a good leader and, conversely, those of a bad leader?



Do you think a leader should be feared or liked?

How do you feel about taking no for an answer?

How would you feel about working for someone who knows less than you?

What is your management style?

How would your boss and co-workers describe you?

How would you go about establishing your credibility quickly with a team?

How long will it take for you to make a significant contribution?

What do you see yourself doing within the first 30 days of this job?

If selected for this position, can you describe your strategy for the first 90 days?

How do you deal with pressure or stressful situations?

What do you like to do outside of work?

How would you handle a team member who isn't pulling their weight?

Tell me about a time when you had to give someone difficult feedback

How you would handle being asked to finish multiple tasks by an unachievable deadline?

List five words that describe your character

Who has impacted you most in your career and how?

What is your greatest fear?



What is your biggest regret and why?

What is the most important thing you learned in school?

### **'Negotiation' Questions**

What is your current salary?

What are your salary requirements?

What salary are you seeking?

What is your salary history?

Are you willing to relocate?

Are you willing to travel?

When can you start?

Are you willing to relocate?

Why are you leaving your present job?

Are you willing to relocate?

Would you work holidays/weekends?

What is your availability?



## 'Negative' Questions

What has been your biggest failure?

What do you consider to be your weaknesses?

What will you miss about your present or last job?

Tell me about a time you made a mistake

Describe a time a solution to a problem you gave was rejected and your reaction

If I called your boss what is an area that you could improve on, what would he say?

What is the costliest mistake you've made at work and what happened because of it?

What do you regret most about your previous job?

Tell me one thing about yourself you wouldn't want me to know

Tell me about a time you failed

Why are you leaving your current job?

Tell me about a time you experienced a major setback and how you handled it

Why was there a gap in your employment?

Can you explain why you changed career paths?

Tell me about a time you wished you handled a situation differently

What one negative thing would your last boss say about you?



What are three things your former manager would like you to improve on?

What do you like least about your job?

Describe a time when your work was criticised and how you responded

What is your greatest failure and what did you learn from it?

How do you handle working with people who annoy you?

Why are you looking for a new job?

If your supervisor asked you to do something you disagreed with, what would you do?

What was the most difficult period in your life and how did you deal with it?

Give me an example of a time you did something wrong and how you handled it?

Tell me about a time where you had to deal with conflict on the job

If you had the opportunity to duck the blame for something you did, would you take it?

What is the biggest mistake you've made as part of your job and how did you correct it?

Have you ever been part of an ethically questionable business and how did you handle it?

Have you ever violated company policy to solve a problem or do your job?

Have you ever been told to violate safety regulations to do your job and, if so, did you?

Have you ever intentionally violated safety policies to do your job?

Describe an assignment that was too difficult for you and how you resolved the issue



## **‘Your’ Questions**

As my prospective line manager, how would you describe your management style?

What will be my most important work objectives in the first three months of starting?

How would you describe the culture and the values of the business?

How does the organisation measure success and effectiveness?

What are the key accountabilities and responsibilities of the job?

How does the role fit within the overall structure of the organisation?

How do you see this role expanding or changing in the future?

What are you looking for in your ideal candidate?

Do you have any reservations or concerns about my responses today?

Is there anything I have said that you are not sure about or I need to clarify

## **‘Next Steps’ Questions**

What are the next steps in your selection process?

What other processes are involved before you make a decision?

When will you be making a decision and how will I hear about it?

Do you need any more information from me before making your decision?

Will you need me to undertake any further selection processes before making a decision?