

# Job Interview Questions

## Interview Questions You May be Asked:

1. Tell me about yourself
2. What are your greatest strengths?
3. What are your greatest weaknesses?
4. Why are you leaving (or did you leave) this position?
5. Why do you want to work here?
6. What are your career goals?
7. What do co-workers say about you?
8. Are you applying for other jobs?
9. What do you know about our organization?
10. What kind of salary are you looking for?
11. How long would you expect to work for us if hired?
12. Do you know anyone who works for us?
13. Why should we hire you?
14. What Is Your Dream Job?
15. What are you looking for in a job?
16. Are you willing to work overtime?
17. What experience do you have in this field?
18. Do you consider yourself successful?
19. What have you done to improve your knowledge in the last year?
20. Describe your work ethic?
21. Are you a team player?
22. Have you ever had to fire anyone?
23. What is your philosophy towards work?
24. If you had enough money to retire right now, would you?
25. Have you ever been asked to leave a position?
26. Explain how you would be an asset to this organization?
27. Why do you think you would do well at this job?
28. What irritates you about co-workers?
29. What is more important to you: the money or the work?
30. What kind of person would you refuse to work with?
31. What would your previous supervisor say your strongest point is?
32. Tell me about a problem you had with a supervisor?
33. Tell me about your ability to work under pressure?
34. What has disappointed you about a job?
35. What motivates you to do your best on the job?
36. Do your skills match this job or another job more closely?
37. How would you know you were successful on this job?
38. Would you be willing to relocate if required?
39. Are you willing to put the interests of the organization ahead of your own?
40. How do you describe your management style?
41. What have you learned from mistakes on the job?
42. If you were hiring a person for this job, what would you look for?
43. Do you think you are overqualified for this position?
44. How do you propose to compensate for your lack of experience?
45. What qualities do you look for in a boss?
46. Tell me about a time when you helped resolve a dispute between others.
47. What position do you prefer on a team working on a project?
48. What has been your biggest professional disappointment?
49. Tell me about the most fun you have had on the job?
50. What do you do to keep learning and developing your skills in this area?

51. Can you give an example of something you have learned on your own that has helped you in your professional life?
52. What positive things would your co-workers say about you?
53. What negative things would your co-workers say about you?
54. How have you helped your team or a team member to achieve a specific goal?
55. Describe a major change that happened in a previous job. How did you deal with this situation?
56. Tell me about a situation in which you had to adapt to changes that you had no control over.
57. Tell me about a suggestion you made that led to improvements in your company.
58. Can you tell me about the last time you took initiative at work? What did you do?
59. Describe a situation in which you were able to meet a tight deadline on time. How did you prioritize your tasks and schedule?
60. Can you describe a goal that you have achieved? What steps did you take?
61. How do you deal with risk? Can you describe a work situation in which you had to deal with a high level of risk?
62. Can you tell me about a time when you were able to complete a task or project successfully without supervision or support?
63. What do you see yourself doing within the first 30 days of this job?
64. If you could choose one superhero power, what would it be and why?
65. If you were an animal/fruit, which one would you want to be?
66. What are you looking for in terms of career development?
67. How would you feel about working for someone who knows less than you?
68. When were you most satisfied in your job?
69. Give me an example of a time that you felt you went above and beyond the call of duty at work.
70. Have you ever been on a team where someone was not pulling their own weight? How did you handle it?
71. What is your greatest failure, and what did you learn from it?
72. If I were your supervisor and asked you to do something that you disagreed with, what would you do?
73. Give me an example of a time you did something wrong. How did you handle it?
74. Tell me about a time where you had to deal with conflict on the job.
75. If you found out your company was doing something against the law, like fraud, what would you do?
76. What's the most difficult decision you've made in the last two years and how did you come to that decision?
77. Describe how you would handle a situation if you were required to finish multiple tasks by the end of the day, and there was no conceivable way that you could finish them.
78. What do you think of your previous boss?
79. Was there a person in your career who really made a difference?
80. What kind of personality do you work best with and why?
81. What techniques and tools do you use to keep yourself organized?
82. If you had to choose one, would you consider yourself a big-picture person or a detail-oriented person?
83. What three character traits would your friends use to describe you?
84. What is your biggest regret and why?
85. What's the most important thing you learned in school?
86. What will you miss about your present/last job?
87. What are the qualities of a good leader? A bad leader?
88. Tell me the difference between good and exceptional.
89. There's no right or wrong answer, but if you could be anywhere in the world right now, where would you be?
90. What's the last book you read?
91. What's the best movie you've seen in the last year?
92. Who are your heroes?
93. What is your favorite memory from childhood?

94. What are your lifelong dreams and goals?
95. Do you have any questions for me?

### **Interview Questions to Ask:**

1. How would you describe the responsibilities of the position?
2. How would you describe a typical week/day in this position?
3. Is this a new position? If not, what did the previous employee go on to do?
4. What is the company's management style?
5. Who does this position report to? If I am offered the position, can I meet him/her?
6. How many people work in this office/department?
7. How much travel is expected?
8. Is overtime expected?
9. What are the prospects for growth and advancement?
10. How does one advance in the company?
11. What do you like about working here?
12. If I am extended a job offer, how soon would you like me to start?
13. When can I expect to hear from you?
14. What do you see ahead for your company in the next five years?
15. How do you see the future for this industry?
16. What do you consider to be your firm's most important assets?
17. What can you tell me about your new product or plans for growth?
18. What types of skills do you NOT already have onboard that you're looking to fill with a new hire?
19. What are the career paths in this department?
20. What have been the department's successes in the last couple of years?
21. What would you consider to be the most important aspects of this job?
22. What are the skills and attributes you value most for someone being hired for this position?
23. What are the most immediate challenges of the position that need to be addressed in the first three months?
24. What are the performance expectations of this position over the first 12 months?
25. What are the next steps in the interview process?

### **Questions NOT to Ask:**

1. What does your company do?
2. Are there days I can leave work early?
3. Do you perform drug tests?
4. How long does it take to get promoted?
5. Do employees get a discount on your product?
6. Do you check references?
7. How long do you get for lunch?
8. Why should I take this job?
9. How many people have you fired?
10. Will you perform a background check?
11. Do I get an expense account?
12. How many times can I be late?
13. Does your company monitor employees' computer activities?
14. How long do I have to wait before I take vacation?
15. Does my spouse get benefits immediately?
16. What does your company's insurance consider pre-existing conditions?
17. Is your company doing okay?
18. How did I do?