

SAMPLE INTERVIEW QUESTIONS

Traditional Interview Questions

Icebreaker Questions

- Tell me a little about yourself?
- Why did you choose this career?
- What do you consider to be your greatest strengths and weaknesses?
- How would a good friend describe you?
- Describe the best job you've ever had.
- How do you determine or evaluate success?
- Do you have any hobbies? What do you do in your spare time?
- What's the most recent book you've read?
- What two or three accomplishments have given you the most satisfaction? Why?
- If you were hiring a job-seeker for this position, what qualities would you look for?
- What's one of the hardest decisions you've ever had to make?
- What two or three things are most important to you in your job?

Behavioral Interview Questions

Behavioral-based interviewing seeks information about how the candidate has actually behaved in real situations. The difference in responses can help distinguish between the real performer and the good talker. Behavioral-based interviewing assumes that past behavior is a predictor of future performance. Candidates are asked to provide specific answers to specific questions about past performance.

- How have you handled a challenge in the workplace before?
- Can you give me an example of a time when you performed well under pressure?
- What was a time when you showed leadership qualities?
- Describe a situation where you had to collaborate with a difficult coworker. How did you manage it?
- Tell me about a time you had to quickly adjust your priorities to meet changing demands. What did you do?
- Have you ever had to deal with a dissatisfied customer? How did you resolve the situation?
- Can you talk about a time when you had to go above and beyond your regular duties to get the job done?
- Describe a moment when you had to make an unpopular decision. How did you handle the feedback?
- Tell me about a time when you used data or analytics to make a decision. What was the outcome?
- Describe a time when you had to learn a new skill to complete a task. How did you approach it?

Technical Questions

You must base a good portion of your interview around these types of questions. These questions should be formulated by your department in order to determine the technical competency of the applicant. These skills must be evaluated and measured during an interview to make sure the applicant is qualified to do specific tasks within the job. These questions are very job-type specific, and therefore, if you need advice or help, please contact your recruiter.

- Example – Please describe your experience programming in Java and .NET and tell us about some of the best projects you've worked on.
- Example – Please tell us about your experience with PeopleAdmin and Banner?
- Example – Please tell the proper way to reconcile a budget and report the results using Excel?
- Example – When applying for grant funding, what sources have you used in the past?
- Example – Tell us about what Virginia State policies and procedures you are familiar with.
- Example – What is the proper way to perform RNA transcription from a tobacco plant cell?
- Example – Tell us about your experience arranging travel for interviewees and department heads?

Goal Oriented Questions

- What are your long range and short range goals and objectives?
- What specific goals other than those related to your occupation, have you established for yourself for the next ten years?
- What do you see yourself doing five years from now? Ten years from now?
- What do you really want to do in life?
- What are your long range career objectives?
- How do you plan to achieve your career goals?
- What are the most important rewards you expect in your career?
- What do you expect to be earning in five years?
- What's more important to you -- the work itself or how much you're paid for doing it.
- What motivates you to go the extra mile on a project or job?
- In what ways do you think you can make a contribution to our company?
- Which is more important: creativity or efficiency? Why?
- Describe the most rewarding experience of your career thus far.
- Do you have plans for continued study? An advanced degree?

- What are your expectations regarding promotions and salary increases?

Investigative Questions

- Why did you leave your last job?
- Can you explain this gap in your employment history?
- What would your last boss say about your work performance?
- Why should I hire you?
- What makes you qualified for this position?
- What qualifications do you have that make you successful in this career?
- Have you ever been fired or forced to resign?
- Describe the workload in your current (or most recent) job.
- Why did you decide to seek a position in this company?
- What can you tell us about our company?
- What interests you about our products?
- What do you know about our competitors?
- Are you seeking employment in a company of a certain size? Why?
- What criteria are you using to evaluate the company for which you hope to work?
- Do you have a geographic preference? Why?
- Are you willing to relocate?
- Are you willing to travel for the job?
- Why do you think you might like to live in the community in which our company is located?

Social Skills and Teamwork Based Questions

- How well do you work with people? Do you prefer working alone or in teams?
- How would you evaluate your ability to deal with conflict?
- Have you ever had difficulty with a supervisor? How did you resolve the conflict?
- Describe the best supervisor you've ever had.
- What qualities should a successful manager possess?
- Do you consider yourself a leader?
- Describe the relationship that should exist between the supervisor and those reporting to him or her?

- What are the attributes of a good leader?
- In what kind of work environment are you most comfortable?
- How do you work under pressure?
- Are you good at delegating tasks?
- How well do you adapt to new situations?
- What major problem have you encountered and how did you deal with it?
- What have you learned from your mistakes?
- What have you accomplished that shows your initiative and willingness to work?