Sample Interview Questions

When preparing for upcoming job interviews, it is important to review commonly asked interview questions and begin preparing your responses. Although employers may ask a variety of questions depending on the company and nature of the job, some questions tend to occur across the board. The following questions are intended to give you an idea of what to expect when you walk in for a job interview. Remember, the key to a successful interview is practice, practice, practice! Consider scheduling a mock interview with Business Career Center to begin preparing for your upcoming interviews.

- What do you know about our company?
- Give me an example of a time when you demonstrated initiative.
- Tell me about a time when you were able to successfully resolve a conflict with a co-worker.
- Give an example of a team decision in which you were involved in recently. What did you do to help the team reach the decision?
- What is the most difficult decision you have had to make that involved other people who did not agree with your decision? Tell me about the process of making that decision and the results.
- What are your long-range and short-range goals and objectives? How are you preparing yourself to achieve them?
- Describe a situation that required you to handle multiple tasks at one time. What did you do?
- What do you see yourself doing five years from now?
- What relevant experience have you had?
- Why did you choose the career for which you are preparing?
- What do you consider to be your greatest strengths and weaknesses?
- How would you describe yourself?
- Have you ever quit a job? Why?
- What relevant skills have you developed through your education and previous work experience?
- How has your college experience prepared you for this career?
- Why should I hire you?
- What qualifications do you have that make you think that you will make you more successful than the other applicants?
- If you had to choose a type of tree to describe yourself which would you choose? Why?
- Describe the relationship that should exist between a supervisor and those reporting to him or her.
- What two or three accomplishments have given you the most satisfaction? Why?
- If you were hiring a graduate for this position, what qualities would you look for?
- What led you to choose your field of study?
- If you could do so, how would you plan your academic study differently? Why?
- Do you have plans for continued study? An advanced degree?
- Do you think that your grades are a good indication of your academic achievement?
- In what kind of a work environment are you most comfortable?
- How do you respond to pressure on the job? In class?
- How would you describe the ideal job for you following graduation?
- Why did you decide to seek a position with this company?
- What two or three things are most important to you in your job?
- What criteria are you using to evaluate the company for which you hope to work?
- Do you have a geographical preference? Would you be willing to relocate?
- Are you willing to travel? If so, how much?
- What are two of the most noteworthy lessons you have you learned from your mistakes?
- Tell me about a time when you had to deal with conflict. How did you handle it?

(Continued on reverse)

SAMPLE QUESTIONS TO ASK EMPLOYERS

- What is a typical day like for someone in this position?
- What qualities are you looking for in when interviewing candidates for this position?
- Would this position require mostly individual work, work in groups or a combination?
- What do you like the most about working for this company?
- Is there anything you would change about the company?
- How would someone in this position be evaluated? How often are evaluations conducted?
- Do you generally promote from within or externally?
- Are salary adjustments geared to the cost of living or job performance?
- How much travel, if any, is expected with this position?
- Does your company offer tuition-reimbursement?
- Does the company have any plans for expansion in the current years?
- Are layoffs expected in the near future?
- Is this a new position or am I replacing someone?
- May I talk with the last person to fill this position?
- Does your company offer either single or dual career-track programs?
- Should I follow-up with you on the hiring status or will you contact me?

TIPS FOR GROUP INTERVIEWS

Group interviews are rapidly becoming one of the most popular ways for companies to interview and compare job candidates. They are often favored by companies looking to hire large numbers of employees. There are two types of group interviews. The first, called a panel interview, is where one candidate is in front of several employees. The second is where a group of candidates are all interviewed at the same time. This can involve questions, presentations and tasks assigned to the groups of candidates. When preparing for a group interview, use many of the same techniques as traditional interviews with regard to your resume, dress and company research. To succeed in a group interview it is vital that you approach the interview with confidence and communicate to them how well you work with others and why you are the right person for the job.

Employers want to know:

- How well you work with others
- How good your communication skills are
- How well you listen to your peers
- If you emerge as a leader in your group
- If you fit with the organizational culture of their company

How to stand out in a group interview:

- Be the first to speak at least once during the interview.
- Do not interrupt the other candidates or interviewers while they are speaking
- Ask questions of the interviewers at the end of the interview.
- Be assertive, but not bossy or overbearing.
- Take a leadership role in group tasks or activities.
- If you do not feel you are the leader during group tasks, be sure to contribute your strengths to the group's activity.
- Think on your feet! If someone takes your answer find a creative way to elaborate or change your reply.
  (Source: www.hireme101.com)