

MY INTERVIEW QUESTIONS

General:

- Tell me about yourself

- Tell me what you know about the requirements for this job.

- What skills and qualifications do you think are essential for success in this position?

- Why do you want this particular job at this particular time?

- What are your career goals?

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- What are your strong points?

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- What are your weak points?

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- What do you think you can do for Mark that someone else can't?

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- How well did you do in school? UST MBA

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- What kind of hours are you used to working?

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- Please explain your salary history.
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- Why are you wanting to make a change at this time?

Decision Making and Problem Solving:

- Tell me about some of the most difficult problems you have and to solve and what decisions did you make?

Communications:

- Tell me about a specific situation where you had to get something across to someone you found difficult to understand.

- Tell me about a situation when you had to be assertive in order to get a point across that was important to you.

- Have you ever had to “sell” an idea to your co-workers or in a group? How did you do it? To what extent did they buy into it?

Interpersonal Skills

- How would you describe your personality?

- In which quadrant would you rank yourself? *Analyst, Driver, Supportive or Emotional*

- If I called your references what will they say about you?

- Tell me about a personal situation that irritated you?

- Tell me about a time when you had to resolve a conflict with a co-worker?

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- How would your colleagues describe you?

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- How would (has) your current boss described you?

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- What have you done in the past to contribute toward a teamwork environment?

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- Describe a recent unpopular decision you made and what the result was.

Planning and Organization:

- How do you decide what gets top priority when scheduling your time?
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Leadership:

- Describe any risk taking situation you have recently had in your job. What was the outcome?

- What kind of people bug you?

Managing:

- What were the five most significant accomplishments in your last position?

- What are two or three examples of tasks that you do not particularly enjoy doing?

- How did you remain motivated to complete those tasks?

- As a manager, have you ever had to fire anyone? Hire anyone? If so what were the circumstances and how did you handle it?

- Tell me about some of the groups you've had to get cooperation from. What did you do?

Motivation:

- What previous job was the most satisfying and why?

- What previous job was the most frustrating and why?

- Tell me about a time when your integrity was challenged?

- How did you handle it?

- In what business situations do you feel honesty would be inappropriate?

- If you saw a co-worker doing something dishonest, what would you do about it?

Strategy:

- To what extent have you been involved in strategic decision making for your business?
