

INTERVIEW QUESTIONS

FIRST INTERVIEW:

1. Tell me about yourself and your background.
2. What do you want and why (career goals)?
3. How do you think working at this company may help you to achieve these goals?
4. Do you work more effectively in a structured or an unstructured environment?
5. What is the environment in which you would not like to work?
6. How do you feel about working under pressure or time constraints?
7. At work, when the going gets tough, what do you feel and how do you react?
8. How do you manage to control the feelings and reactions so that the quality of your work does not significantly deteriorate?
9. What do you understand to be the difference between “working hard” and “working smart”?
10. Do you agree with the need for punctuality or do you function better given “flexible” hours?
11. In any of the positions you have held, have you had to deal extensively with the telephone?
12. Of the jobs you have had, which one did you like best and why?
13. How did you get that job?
14. Which job did you like least?
15. What three words would you use to describe yourself?
16. Who has made the biggest impact on who you are today?
17. Should we wish to check your references, what do you think your former supervisors may say about your (1) work habits, (2) “people skills”?
18. How would you describe the job we do?

SECOND INTERVIEW

1. What was a hectic day like In your last job?
2. What kind of manager do you work best with?
3. What have your past managers complimented you for?
4. What have they criticized about you?
5. What did you do?
6. How would you describe the job we do?
7. What do you believe to be the six main personal qualities needed for success in our business – in order of importance?
8. What makes you think you would be successful working for our company?
9. What do you perceive to be the advantages you would derive working for our company?
10. What, candidly, do you perceive to be your reservations?
11. What do you think you would be able to contribute?