Typical Job Interview Questions

**Personality Questions**
1. Describe yourself.
2. What personal quality do you feel most contributes to your career success?
3. What personal weakness has caused you the biggest difficulty in your job?
4. Is there any part of your character you would like to improve?
5. What is the biggest mistake you've ever made?
6. Are you a "big picture" person or are you more detail-oriented? Give an example.
7. What makes you angry?

**The Job**
8. What do you think it takes to be successful in your career?
9. What criteria are you using to choose companies to interview with?
10. Tell me what you know about our company.
11. Why did you decide to seek a position in this company?
12. Do you have a geographic preference?
13. Would it be a problem for you to relocate?
14. To what extent would you be willing to travel for the job?
15. What suggestions do you have for our organization?

**Your Work Style**
16. What two or three things are most important to you in your job?
17. Which is more important: creativity or efficiency? Why?
18. Do you work best in a team or individually?
19. What are the essential ingredients for working in a team?
20. What is the most competitive work situation you have experienced? How did you handle it?
21. How would you describe your leadership skills?
23. Describe the characteristics of a successful manager.
24. Tell me about a situation where you were able to persuade someone to see things your way.
25. Give me a specific occasion in which you conformed to a policy which you did not agree with.
26. When given an important assignment, how do you approach it?
27. What was the most complex assignment you have had? What was your role?
28. Tell me about a time when you understood an idea in a meeting and other people did not.
29. Describe a time when you had to use your written communication skills to get an important point across.
30. Tell me about a situation where you have had to adjust quickly to changes over which you had no control.
31. Describe a time when you were not very satisfied with your performance. What did you do about it?
32. What, in your opinion, are the key ingredients in maintaining successful business relationships?
33. Have you ever attended a meeting where the other person had not prepared properly? Tell me about it.
34. Describe a situation where you had to request help or assistance on a project or assignment.
35. Describe a time when you put your needs aside to help a co-worker to understand a task.
36. Give an example of when you took a risk to achieve a goal. What was the outcome?
**Planning**

37 How do you determine priorities in scheduling your time? Provide examples.
38 Describe a situation where you had to get several things done at the same time. How did you handle it?
39 Tell me about a time you had to handle multiple responsibilities. How did you organize your time?
40 Describe your system for keeping track of multiple projects and meeting deadlines.

**Decisions**

41 Give an example of a time in which you had to make a quick decision.
42 Tell me about an important decision you had to make and how does it affect you today?
43 Tell me about a time when you had to make a decision, but didn't have all the information you needed.
44 What steps do you follow to study a problem before making a decision.
45 We have all made some bad decisions. Give me an example of when this has happened to you.

**People skills**

46 Give an example of when you had to work with a difficult person. How did you manage it?
47 Tell me about a time when you had to deal with a difficult client. How did you handle the situation?
48 Describe a time when you had to deal with someone who didn't like you. How did you handle it?
49 Give an example of when a colleague criticized your work in front of others. Did you learn anything from it?
50 Describe a time when you had to make two colleagues who disliked each other work together on a project.
51 Tell me about a time when you create good feelings quickly with someone under difficult conditions.
52 Have you ever had to discipline an employee? What happened and how did that make you feel?
53 Give me an example of a time you had to persuade other people to take action. Were you successful?
54 Describe a situation when you were able to have a positive influence on the actions of others.

**Handling problems**

55 How would you evaluate your ability to deal with conflict?
56 Have you ever had difficulty with a supervisor? How did you resolve the conflict?
57 Tell me about a time when you had difficulty with a client or supplier. How did you handle it?
58 Tell me about a major problem you recently handled. Were you successful in resolving it?
59 Describe a situation where others you were working with on a project disagreed with your ideas.
60 Describe a situation where your boss was disappointed in your results. What happened?
61 Describe a time a colleague who wasn’t completing their share of work. What happened in the end?
62 Describe a situation in which you had to arrive at a compromise or guide others to a compromise.
63 We can sometimes identify a small problem and fix it before it becomes a major problem. Give an example.
64 Describe the most difficult customer service experience you have had to handle. What was the outcome?
65 Tell me about a time when you failed to meet a deadline. What were the repercussions? What did you learn?
66 Describe a situation where you felt you had not communicated well. How did you correct the situation?
67 Describe a problem you solved for your company. What role did others play?
68 What do you do when you are faced with an obstacle to an important project? Give an example.
69 Describe a team experience you found disappointing. What could you have done to prevent it?
70 Recall a situation in which communications were poor. How did you handle it?
71 Tell me about a time when your honesty was challenged. How did you react?
72 Sometimes we are find dishonesty at work. How do you react to it?
**Achievements**

73 What has been your most rewarding achievement?
74 What was the toughest challenge you've ever faced?
75 What sorts of things have you done to become better qualified for your career?
76 Give me an example of an important goal which you had in the past and about your success in reaching it.
77 What is the most significant contribution you have made to a company?
78 Give me a specific example of a time when you sold your supervisor an idea. What was the result?
79 Describe an idea that wasn't your own that was carried out because of your efforts.
80 Tell me about a time when you came up with an innovative solution to a challenge your company was facing.
81 What has been your most successful experience in speech making?
82 Describe the last time that you undertook a project that demanded a lot of initiative.
83 Describe a project that best demonstrates your analytical abilities.
84 Describe a recent job experience that you would consider as a real learning experience? What did you learn?

**Motivation**

85 What motivates you to go the extra mile on a project or job?
86 Are you more energized by working with data or by collaborating with other individuals?
87 Which is more important to you, the job itself or your salary?
88 Give me a specific example of something you did that helped build enthusiasm in others.
89 Tell me about a difficult situation when it was desirable for you to keep a positive attitude. What did you do?
90 Have you found any ways to make a job easier or more rewarding or to make yourself more effective?
91 What do you do to meet the personal and professional demands in your life in a balanced way?
92 Describe a time when you had to make a difficult choice between your personal and professional life.

**References**

http://www.quintcareers.com/interview_question_database/interview_questions.html