



Job Interview

First Interview – recruitment officer

Ask the candidate the following questions:-

- 1 How would you describe yourself?
- 2 What do you think it takes to be successful in this career?
- 3 What has been your most rewarding achievement?
- 4 Are you more energized by working with data or by collaborating with other individuals?
- 5 How would you describe yourself in terms of your ability to work as a member of a team?
- 6 Given the investment our company will make in hiring and training you, can you give us a reason to give you the job?
- 7 How would you evaluate your ability to deal with conflict?
- 8 Have you ever had difficulty with a supervisor? How did you resolve the conflict?
- 9 Tell me about a major problem you recently handled. Were you successful in resolving it?
- 10 What personal quality do you feel will most contribute to your career success?
- 11 What personal weakness has caused you the greatest difficulty in your job?
- 12 Before you can make a productive contribution to the company, what amount of training do you feel you will need for this job?
- 13 Describe the characteristics of a successful manager.
- 14 Why did you decide to seek a position in this field?
- 15 What criteria are you using to choose companies to interview with?
- 16 Tell me what you know about our company.
- 17 Why did you decide to seek a position in this company?
- 18 Do you have a geographic preference?
- 19 Would it be a problem for you to relocate?
- 20 To what extent would you be willing to travel for the job?
- 21 Which is more important to you, the job itself or your salary?
- 22 How would you describe your leadership skills?
- 23 Which is more important: creativity or efficiency? Why?
- 24 What was the toughest challenge you've ever faced?
- 25 What two or three things are most important to you in your job?
- 26 Some people work best as part of a group -- others prefer the role of individual contributor. How would you describe yourself?
- 27 When given an important assignment, how do you approach it?
- 28 If there were one area you've always wanted to improve upon, what would that be?
- 29 What, in your opinion, are the key ingredients in guiding and maintaining successful business relationships?
- 30 Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way?
- 31 Give an example of a time in which you had to make a quick decision.
- 32 What, in your opinion, are the key ingredients in guiding and maintaining successful business relationships?
- 33 What sorts of things have you done to become better qualified for your career?
- 34 Describe a time when you had to use your written communication skills to get an important point across.
- 35 Give me a specific occasion in which you conformed to a policy which you did not agree with.
- 36 Give me an example of an important goal which you had set in the past and tell me about your success in reaching it.
- 37 Describe the most significant or creative presentation that you have had to complete.
- 38 Give me an example of a time when you were able to successfully communicate with another person even when that individual may not have personally liked you (or vice versa).
- 39 Sometimes it's easy to get in "over your head." Describe a situation where you had to request help or assistance on a project or assignment.





- 40 Describe a situation where others you were working with on a project disagreed with your ideas. What did you do?
- 41 Describe a situation where your boss was disappointed in your results. What happened? What action did you take?
- 42 Tell of a time when you worked with a colleague who was not completing his or her share of the work. Who, if anyone, did you tell or talk to about it? Did the manager take any steps to correct your colleague? Did you agree or disagree with the manager's actions?
- 43 Describe a situation in which you had to arrive at a compromise or guide others to a compromise.
- 44 What steps do you follow to study a problem before making a decision.
- 43 We can sometimes identify a small problem and fix it before it becomes a major problem. Give an example(s) of how you have done this.
- 45 In a supervisory or group leader role, have you ever had to discipline or counsel an employee or group member? What was the nature of the discipline? What steps did you take? How did that make you feel? How did you prepare yourself?
- 46 What was the most complex assignment you have had? What was your role?
- 47 Tell of some situations in which you have had to adjust quickly to changes over which you had no control. What was the impact of the change on you?
- 48 Describe some times when you were not very satisfied or pleased with your performance. What did you do about it?
- 49 What kind of supervisor do you work best for? Provide examples.
- 50 Describe some projects or ideas (not necessarily your own) that were implemented, or carried out successfully primarily because of your efforts.
- 51 Describe a situation that required a number of things to be done at the same time. How did you handle it? What was the result?
- 52 Have you found any ways to make school or a job easier or more rewarding or to make yourself more effective?
- 53 How do you determine priorities in scheduling your time? Give examples.
- 54 Tell of a time when your active listening skills really paid off for you -- maybe a time when other people missed the key idea being expressed.
- 55 What has been your experience in giving presentations? What has been your most successful experience in speech making?
- 56 Tell of the most difficult customer service experience that you have ever had to handle -- perhaps an angry or irate customer. Be specific and tell what you did and what was the outcome.
- 57 Tell about the most difficult or frustrating individual that you've ever had to work with. Why was this person difficult? How you managed to work with that person.
- 58 Give an example of when you had to work with someone who was difficult to get along with. How did you handle that person?
- 59 Tell me about a time when you had to deal with a difficult client. How did you handle the situation?
- 60 Describe a situation where you found yourself dealing with someone who didn't like you. How did you handle it?
- 61 Give me a specific example of something you did that helped build enthusiasm in others.
- 62 Tell me about a difficult situation when it was desirable for you to keep a positive attitude. What did you do?
- 63 Give me an example of a time you had to make an important decision. How did you make the decision? How does it affect you today?
- 64 Give me an example of a time you had to persuade other people to take action. Were you successful?
- 65 Tell me about a time you had to handle multiple responsibilities. How did you organize the work you needed to do?
- 66 Tell me about a time when you had to make a decision, but didn't have all the information you needed.
- 67 What suggestions do you have for our organization?
- 68 What is the most significant contribution you made to a company?
- 69 What is the biggest mistake you've made?
- 70 What kind of supervisor do you work best for? Provide examples.
- 71 Describe some projects or ideas (not necessarily your own) that were implemented, or carried out successfully primarily because of your efforts.





- 72 Describe a situation that required a number of things to be done at the same time. How did you handle it? What was the result?
- 73 Have you found any ways to make a job easier or more rewarding or to make yourself more effective?
- 74 Give me a specific example of a time when a co-worker or classmate criticized your work in front of others. How did you respond? How has that event shaped the way you communicate with others?
- 75 Give me a specific example of a time when you sold your supervisor on an idea or concept. How did you proceed? What was the result?
Describe the system you use for keeping track of multiple projects. How do you track your progress so that you can meet deadlines? How do you stay focused?
- 76 Tell me about a time when you failed to meet a deadline. What things did you fail to do? What were the repercussions? What did you learn?
- 77 Tell me about a time when you came up with an innovative solution to a challenge your company was facing. What was the challenge? What role did others play?
- 78 Describe a specific problem you solved for your employer. How did you approach the problem? What role did others play? What was the outcome?
- 79 Describe a time when you got co-workers who dislike each other to work together. How did you accomplish this? What was the outcome?
- 80 Describe a time when you put your needs aside to help a co-worker or understand a task. How did you assist him or her? What was the result?
- 81 Describe the last time that you undertook a project that demanded a lot of initiative.
- 82 What is the most competitive work situation you have experienced? How did you handle it? What was the result?
- 83 Describe a project or situation that best demonstrates your analytical abilities.
- 84 Give an example of when you took a risk to achieve a goal. What was the outcome?
- 85 Tell about a time when you built rapport quickly with someone under difficult conditions.
- 86 Some people consider themselves to be "big picture people" and others are detail oriented. Which are you? Give an example that illustrates your preference.
- 87 Describe a situation where you felt you had not communicated well. How did you correct the situation?
- 88 Describe a time when you took personal accountability for a conflict and initiated contact with the individual(s) involved to explain your actions.
- 89 Give me an example of when you were able to meet the personal and professional demands in your life yet still maintained a healthy balance.
- 90 Everyone has made some poor decisions or has done something that just did not turn out right. Give an example of when this has happened to you.
- 91 What do you do when you are faced with an obstacle to an important project? Give an example.
- 92 Tell about a time when your trustworthiness was challenged. How did you react/respond?
- 93 Describe a situation when you were able to have a positive influence on the actions of others.
- 94 Tell about a recent job experience that you would describe as a real learning experience? What did you learn from the experience?
- 95 Describe a team experience you found disappointing. What could you have done to prevent it?
- 96 Recall a situation in which communications were poor. How did you handle it?
- 97 Describe a time when you had to make a difficult choice between your personal and professional life.
- 98 On occasion we are confronted by dishonesty in the workplace. Tell about such an occurrence and how you handled it.
- 99 What motivates you to go the extra mile on a project or job?

References

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

