

## 10 SAMPLE INTERVIEW QUESTIONS

1. Why are you changing jobs/looking for a job?	<i>Options include: change in job market, greater opportunity, job elimination.</i>
2. Why are you interested in our company?	<i>Base the answer on your research and how your skills and experience fit the job description and/or company needs.</i>
3. Tell me about yourself.	<i>This is a brief “capsule” introduction that can include: your brand (who you are, what you do ROI), work experience, achievements, personality, and current situation.</i>
4. Which managers have you found easiest/most difficult to work with, and why?	<i>Easiest: complementary work styles, etc. Difficult: Be diplomatic -find something positive to say about anyone you’ve worked for.</i>
5. What are your key strengths?	<i>Select ones that are appropriate for the job description and cite examples.</i>
6. What are your weaknesses?	<i>Offer only one, and emphasize what you learned/how you changed as a result. Turn a weakness into a strength.</i>
7. Give an example of a time when you did more than your job required.	<i>Say that for you, it’s rarely “business as usual” and offer an example.</i>
8. What are your strongest/weakest communication skills?	<i>Based on your skills and experience, right away.</i>
9. What type of compensation are you looking for?	<i>Ask first, “What is the salary range of this position?” If pressed, you can say, “Based on my research, I’m looking for a range between \$_____ and \$__.”</i>
10. What are your career goals?	<i>Focus on the job at hand; mention that you would anticipate growth in this position in the future.</i>

## 10 SAMPLE INTERVIEW QUESTIONS TO ASK

1. Describe a typical day for someone in this position.	<i>This will give you a general idea of the tasks and responsibilities of the position.</i>
2. What would you like the next person in this position to do differently?	<i>You may discover challenges - and opportunities - in this role.</i>
3. Describe the most successful person you've hired in the last year.	<i>You can match your accomplishments to those factors.</i>
4. What challenges or changes will the business be facing in the next 6-12 months?	<i>You may be able to match them with previous work successes.</i>
5. How did you get started in this type of work/industry?	<i>There may be commonalities with your work background, and you may learn about what's important to the interviewer.</i>
6. What is the timeline for making a hiring decision?	<i>It's important to know where things are in the hiring process.</i>
7. What is the history of this position?	<i>It's important to know about previous incumbents and what happened when they were employed there.</i>
8. What types of projects do you foresee me working on in the first six months?	<i>You will learn about the types of work you'll be doing and can determine if they would be a good fit for your background and interests.</i>
9. How would you describe your leadership style?	<i>This will tell you about how the interviewer would interact with you.</i>
10. What are the next steps in the process?	<i>You always want to know what comes next, and if you will be included in the next steps.</i>