Hiring Procedures

Questions for Interviews

*After reviewing resumes sent by recruiters, contact each candidate for initial phone screening/interview. Decide which candidates to meet with in person.*

Sample Interview Questions:

1. How do feel about this opportunity?

2. What work experiences have you had that prepare you to be successful in this position?

3. What do you see as your three greatest strengths?

4. What do you think is your biggest weakness?

5. How do you learn best? How would you describe your learning style?

6. You’ve obviously accomplished a great deal. To what do you attribute that success?

7. We all make mistakes. When you discover that you have made one, how do you handle it?

8. Do you think that telling a “white lie” is ever justified “for the greater good”?

9. If things go wrong with a project, what obligation if any do you feel compelled to share with your boss?

10. If someone else has wronged you in some way, how do you deal with the situation?

11. Can you tell me about a recent situation where you had to share bad news with someone?

How did you handle it?

12. Have you ever been in a situation where you had to make good on a commitment that you wished you hadn’t made?

13. Are you satisfied with what you have accomplished in your life so far?

14. Where do you see yourself in three years?

15. What are your biggest personal goals? career goals?

16. Would you consider yourself a reader? What kinds of things do you like to read?

17. What was the last book you have read? What are you reading now?

18. How do you make sure that you follow-up on your assignments? Do you have a system?

19. How do you typically prepare for meetings?

20. How well did you do in school? If you had to do it over again, how would you have done it differently?

21. What do you wish they had taught you in school that they didn’t?

22. Do you consider yourself a smart person? If so, why?

23. What’s your general approach to problem-solving?

24. What are some of your interests outside of work?

25. On a scale of 1-10, how interested are you in this position?