

Interview Questions

Name _____

1. Tell us about yourself (education, work experience, etc.)
2. What are some of the responsibilities that you have in your present job?
3. Use three adjectives to describe yourself.
4. What do you think would be the most important attribute a person should have for this position?
5. What are your major strengths/weaknesses?
6. Explain the importance of confidentiality in this position.
7. How would you prioritize the demands of your job when others are also asking you for help?
8. Where do you see yourself in three years?
9. How would you handle an irate supplier who is demanding a payment that you know is scheduled to be paid at the next board meeting which is in 2 weeks?
10. What would your current supervisor say makes you valuable to him or her?
11. How do you approach work from the standpoint of career and personal life?
12. Do you mind working longer hours to complete a timeline on a project?
13. How would you describe the structure, direction and feedback that you need to excel?
14. At what pace do you typically work?
15. Describe a failure that you have had at work and how you handled it.
16. In what areas do you typically have the least amount of patience?
17. Do you have any questions of us?