

QUESTIONS TO ASK IN AN INTERVIEW

These introductory questions are meant to help you be comfortable within the place of the interview. Your hiring manager knows that you may be nervous, and it is important to make you feel as comfortable as possible.

These questions are quite easy; they allow you to introduce yourself. Read all of them; you will realise that once that you've answered them you will be more relaxed to answer more complicated questions without getting nervous.

Practice these questions with a person that can take the role of an interviewer. Once you're in the interview, remain calm and don't forget to smile from time to time.

- What five adjectives describe you best?
- Why should I consider you for this position?
- Why are you the best candidate for this position?
- Tell me about the one thing in your life you're proudest of.
- You've changed jobs frequently. What makes you think that this position will be different?
- What qualities do you think are necessary to make a success of this job?
- Describe your ideal job.
- How did you find out about this job?
- What do you know about the job?
- What do you know about this department?
- Is there anything that will prevent you from getting to work on time?
- Is there anything that will prevent you from working the job's regular hours?
- What kinds of work interest you the most?
- What interests you most about this position?

These interview questions are varied and they evaluate different aspects of your personality and work methodology such as: personal motivation, goals, flexibility, stress management, manageability, and so on. Some of these questions may be difficult to answer; however, reading this list gives you enough time to formulate answers that are coherent and authentic.

If this is your first interview, we recommend you to go over this list of sample interview questions as often as is possible. If you are applying for a job after a long time, it is recommendable to review this list too. The key is to go prepared to a scheduled interview.

Personal Motivation and Traits

- How do you feel about your present workload?
- What motivates you to do your best work?
- How can we best help you get your job done?
- Tell me about a time you went "out on a limb" to get the job done?
- What are the disadvantages of this line of work?
- What do you find most frustrating at work?
- Tell me about a project that got you really excited?
- How do you define doing a good job?
- What makes a job enjoyable for you?
- Under what conditions do you work best?
- What is your greatest strength/weakness or deficiency?
- Tell me about a work task you enjoy.

Goals

- What are your 5-year goals?
- Tell me what "success" means to you.
- What does "failure" mean to you?
- Do you consider yourself successful?
- Do you set goals for yourself and how do you do that?

Communication

- Tell me about a work situation you had that required excellent communication skills.
- Do you prefer to speak directly with someone or send a memo?
- How would you grade your ability to communicate with upper level management, customers, and peers?
- What was more important on your job, written or oral communication?

Flexibility

- Tell me about the last change which occurred in your office. How did you handle it?
- I'm interested in hearing about the last time you took a risk. What was it and in retrospect, was it the right decision?
- How important is communication and interaction with others on your job? How many departments did you deal with? What problems occurred?
- Tell me about a time when a work emergency caused you to reschedule your work/projects.
- Give me an example of the last time you went above and beyond the call of duty to get the job done
- In what areas do you typically have the least amount of patience at work?

Stress

- Tell me about a deadline you had to meet. How much advance notice did you have?
- You have worked in a fast paced environment. How did you like the environment?
- What kinds of decisions are most difficult for you?
- What is the most difficult work situation you have faced?
- What types of jobs do you have the most difficulty with?
- What do you do when you're having trouble with your job?
- What do you do when you have a great deal of work to accomplish in a short period of time?

Manageability

- What do you do when you're having trouble with a boss?
- If your boss knew you were interviewing, what would he say?
- What do you feel an employer owes an employee?
- Your supervisor tells you do to something in a way you know is dead wrong. What do you do?
- If your supervisor unfairly criticised you, what would you do?
- Would you like to have your boss's job? Why or why not?
- Tell me about a time when your manager was in a rush and didn't give you enough attention.
- What are some of the things about which you and your boss disagree?
- What are some of the things your boss did that you disliked?
- In what areas could your boss have done a better job?
- I would be interested to hear about an occasion when your work or an idea was criticised, what was criticised, who criticised you, and how did you handle it?
- Describe the best manager you ever had. The worst. What qualities did each of them have?

<http://www.jobinterviewquestions.org/questions/sample-interviewer-questions.asp>