

Sample Interview Questions

Good interview questions should cover four major areas:

- Knowledge and experience
- Intellectual ability
- Personality strengths and limitations
- Motivational characteristics

Expertise

- Describe your current position.
- What general skills and functional knowledge are required in your current position?
- What special or unusual skills have you developed in your position?
- What improvements have you suggested?
- What was your most significant achievement?

Innovation, Problem Solving, and Critical Thinking

- Can you describe an environment where you do your best thinking?
- Can you describe how you go about solving problems?
- Can you describe your ideal work environment?
- What have been the challenges or hard parts of your job?
- Describe how you have used innovative and creative ideas and actions to improve work processes.
- How effective are you in managing technology? Have you demonstrated the ability to be innovative with technology?

Service to Constituents

- Give an example of how you work with people who have different organizational styles from your own.

Accountability

- What degree of autonomy have you had in your current and previous positions?

Collaboration

- Describe a time when you worked as a team. How have you been able to bring people with different viewpoints together?

Communication

- What kind of writing and presentation experiences have you had? Tell me about a previous writing or presentation experience you particularly enjoyed.

Development of Self and Others

- How have you managed your own self-development and the coaching of others (if applicable)?

Motivational Characteristics

- What do you see in this job that makes it appealing to you that you do not have in your current job?
- What are some of the basic factors that motivate you?
- In what ways do you think that you have grown in the past few years?
- Describe a typical day for you.
- Tell me about an important goal you've set in the past and how successful you were in meeting it.

More Sample Questions

1. Describe a time when you were faced with problems or stresses at work that tested your coping skills. What did you do?
2. Give an example of a time when you could not participate in a discussion or could not finish a task because you did not have enough information. What did you do?
3. Tell me about a time when you had to use your verbal communication skills in order to get a point across that was important to you.
4. Give an example of a time when you had to be relatively quick in coming to a decision.
5. Can you tell me about a job experience in which you had to speak up and tell other people what you thought or felt?
6. Give me an example of when you felt you were able to build motivation in your co-workers or subordinates.
7. Tell me about a specific occasion when you conformed to a policy even though you did not agree with it.
8. Describe a situation in which you felt it necessary to be very attentive to or vigilant in your environment.
9. Give me an example of a time when you used your fact-finding skills to gain information needed to solve a problem; then tell me how you analyzed the information and came to a decision.
10. Give me an example of an important goal you had to set and tell me about your progress in reaching that goal.
11. Describe the most significant document, report, or presentation that you have completed.
12. Give me an example of a time when you had to go above and beyond the call of duty in order to get a job done.

13. Give me an example of a time when you were able to communicate successfully with another person, even when that individual may not have personally liked you.
14. Describe a situation in which you were able to “read” another person effectively and guide your actions by your understanding of his/her individual needs or values.
15. What did you do in your last job in order to be effective with your organization and planning? Be specific.
16. Describe the most creative work-related project you have completed.
17. Describe a time when you felt it was necessary to modify or change your actions in order to respond to the needs of another person.
18. Give me an example of a time when you had to analyze another person or a situation carefully in order to be effective in guiding your action or decision.
19. What did you do in your last job to contribute toward promoting diversity within your organization? Be specific.
20. Give me an example of a problem you faced on the job, and tell me how you solved it.
21. Describe a situation in which you were able to positively influence the actions of others in a desired direction.
22. Tell me about a situation in the past year in which you had to deal with a very upset customer or co-worker.
23. Describe a situation in which others within your organization depended on you.
24. Describe your most recent group effort.