SAMPLE

INTERVIEW QUESTIONS

PREVIOUS EMPLOYMENT / FUTURE EMPLOYMENT

• Describe your present responsibilities.
• What previous job was most satisfying and why?
• What previous job was the most frustrating and why?
• In what kind of environment would you like to work?
• With what kinds of people would you rather not work?
• What kinds of responsibilities would you like to avoid in your next job?
• What are two or three examples of tasks that you do not particularly enjoy doing? Indicate how you remain motivated to complete those tasks.
• Tell me about a work situation that irritated you.
• If I call your references, what will they say about you?
• Tell me about a “significant accomplishment” in your work experience when you were positively recognized.
• What do you like most/least about your present job?
• What do you do at your present job that requires you to use organizational skills?
• If you could change things in your present job, what would you change and why?
• If you were the supervisor in your present job, what would you do differently and why?
• What were some of the things you particularly enjoyed when you were working for your previous employer?
• What were some of the things about your job that you found more difficult to do?
• Was your former company a good place to work in terms of advancement opportunities and effective supervision? Why or why not?
• What would your former supervisor say about you if we called him/her and described the position requirements?
• Were you satisfied with the progress you made in your last job?
• How would your present supervisor or a college professor describe you?
• Why did you choose the career for which you are preparing?
• What do you think it takes to be successful at PVAMU?
• In what ways do you think you can make a contribution at PVAMU?
• What do you know about PVAMU?
• Why did you decide to seek a position with PVAMU?
• What two or three things are most important to you in a job?
• Are you seeking employment in a company of a certain size? Why?
• What criteria are you using to evaluate the company for which you hope to work?
• Do you have a geographical preference? Why?
• Will you relocate?
• Are you willing to spend six months as a trainee?
• Why do you think you might like to live in the community in which PVAMU is located?

**CHARACTER / INTEGRITY**

• Discuss a time when your integrity was challenged. How did you handle it?
• If you could buy one skill, what would it be and why?
• Have you ever disagreed with policy/procedure? How did you handle it?
• What kinds of people annoy you?
• Tell me about a time when you felt you were right but knew that your position would not be followed. How did you handle the situation?
• What has been the most difficult project you have ever had to complete?
• Tell me about a situation in which you had to go above and beyond the call of duty in order to get a job done.
• Were/are you entrusted with confidential information in your current/last job?
• How would you describe yourself?
• What motivates you to put forth your greatest effort?
• How do you determine or evaluate success?
• What would you do if someone asked you to do something unethical?
• Give me an example of a time you experienced a loss for doing what is right?
• Have you ever asked for forgiveness for doing something wrong?
• In what business situations do you feel honesty would be inappropriate?
• If you saw a co-worker doing something dishonest, would you tell your boss? What would you do about it?
• Tell me about a time when you were under pressure to complete a task. Why were you under pressure and how did you deal with the situation?
• Tell me about a time when you had to do the same task over and over again. How did you deal with it?
• Tell me about a stressful situation at work. What made it stressful to you and how did you handle the situation?
• How would your present supervisor describe you?
• From your understanding of the job, what assets do you feel you would bring to the job?
• Give me an example of an accomplishment that has given you the most satisfaction. Why?

**PERSONALITY / TEMPERAMENT / ABILITY TO WORK WITH OTHERS**

• What brings you joy?
• Give me some examples that demonstrate your ability to adapt to a wide variety of people, situations, and environments.
• What type of people do you most enjoy working with?
• What have been your biggest problems in working with people?
• Describe a situation where you had to work with a difficult person. How was the person difficult and how did you handle it?
• Describe a time when your ability to use good judgement was important in a difficult work situation.
• If you took out a full-page ad in the newspaper and had to describe yourself in only three words, what would those words be?
• Describe what a person needs in order to be a good _____ (position)?
• Describe ways you found to make your current or previous job easier. More fulfilling?
• How would you describe your personality?
• Give me an example of when you had to resolve a conflict with a co-worker or client? How did you resolve it?
• Have you worked as a member of teams in the past? Describe the situation for me.
• What are the advantages and disadvantages of working on a team?
• Give me an example of how you have worked effectively with people to accomplish an important result.
• Tell me about a team project of which you are particularly proud.
• Tell me about some of the teams that you have had to get cooperation from. What did you do?
• Tell me about the best boss you ever had. Now tell me about the worst boss. What made it tough to work for him or her?
• Give me an example of when you have had to work under pressure. What was the circumstance and how did you deal with it to accomplish your goals?

GOALS

• In which areas do you feel you would like to develop yourself?
• How do you track progress on projects for which you are responsible?
• Have you taken any steps in the past year to improve your skills or performance?
• How do you measure your own success?
• What challenges are you looking for in a position?
• What motivates you most?
• What responsibilities do you want, and what kinds of results do you expect to achieve in your next job?
• What are you most proud of?
• Do you consider yourself a risk-taker? Describe a situation in which you had to take a risk.
• Give me an example of a time you made a sacrifice to improve yourself.
• Looking into the future, what changes and developments do you anticipate in your particular field?
• What are your long range and short range goals and objectives? (Business/career related) When and why did you establish these goals? How are you preparing yourself to achieve them?
• What are the most important rewards you expect in your business career?
• What do you hope to gain from this job?
• How do you feel we can meet your career objectives?
• Why do you think you will be successful at PVAMU?
• What will you be looking for in this job that you do not find in your present job?
• What do you see yourself doing five years from now?
• What do you really want to do in life?
• What are your long-range career objectives?
• What are the most important rewards you expect in your business career?

EDUCATION
• What skills and abilities from your education and experience do you feel would help you in performing this job?
• Describe what you consider an “ideal” working environment.
• Why did you select _______ course of study?
• How do you see your education contributing to your employment?
• Why do you think you will be successful at PVAMU?
• How has your college experience prepared you for a business career?
• What do you expect to be earning in five years?
• Which is more important to you, the money, or the type of job? Explain.
• Describe your most rewarding college experience.
• If you were hiring a graduate for this position, what qualities would you look for?
• Why did you select your college or university?
• What led you to choose your field or major study?
• What college subjects did you like least? Why?
• What college subjects did you like best? Why?
• If you could do so, how would you plan your academic study differently? Why?
• What changes would you make in your college or university?
• Do you have plans for continued study? An advanced degree?
• Do you think that your grades are a good indication of your academic achievement?
• What extracurricular activities did you participate in during college and/or high school? Describe what have you learned from them.
• In what part-time or summer jobs have you been most interested and why?
• How would you describe the ideal job for you following graduation?
SUPERVISION / MANAGEMENT

• Think of a problem person that you have had to deal with in the past and explain how you handled the situation.
• Describe a situation in which you had a difficult management problem. How did you solve it?
• Tell me about a situation when you felt justified in breaking or altering company policy or procedure.
• What efforts on your part have contributed to the development of your subordinates? How do you judge the results of your efforts?
• How are you capitalizing on your management strengths in your current job? In what areas do you believe you need further management development? How did you identify these needs?
• Tell me about a new idea you have had. Explain how you got subordinates to accept this new idea.
• Think of a day when you had many things to do and describe how you organized your time.
• Tell me about a time when you had a miscommunication with a subordinate. How did you resolve the issue?
• What qualities should a successful manager possess?
• Describe the appropriate relationship between a supervisor and subordinates.
• What sort of relationships do you have with your associates, both at the same level and above and below you?
• What is your management style? How do you think your subordinates perceive you?
• As a manager, have you ever had to fire anyone? If so, what were the circumstances, and how did you handle it?
• Tell me about a situation where a project was returned for errors. How did you handle the situation? What effect did this have on you?
• Tell me about a managerial decision you made during the past two years that you would like to change.
• How do you motivate subordinates?
PAST MISTAKES

• Tell me about an objective in your last job that you failed to meet and why.
• Give me an example of a time when you were criticized. How did you deal with it?
• Give me an example of a mistake you made. What did you learn from your mistake?
• Tell me about a situation where you “blew it”. How did you resolve or correct it to save face?
• Tell me about a situation where you abruptly had to change what you were doing.
• Tell me about a time when you had to work on a project that did not work out the way it should have. What did you do?
• If you had the opportunity to change anything in your career, what would you have done differently?

CREATIVITY / PROBLEM SOLVING

• When was the last time you “broke the rules” (thought outside the box) and how did you do it?
• Describe two examples of effective workplace decisions you have made in the last six months.
• How do you prioritize your tasks?
• Give me an example of something you have done that was innovative.
• Tell me about a wild idea you had in the past year. What did you do about it?
• Tell me about a time when someone brought you a new idea, particularly one that was odd or unusual. What did you do?
• What company procedures or practices do you feel can be tightened up? How would you change them? Why?
• Describe an example of one of your ideas being strongly opposed in a management discussion. How did you react?
• Describe a situation where you had to problem-solve a significant issue or situation.
• If you could do anything in the world, what would you do?
• What is the most difficult decision you have had to make? How did you arrive at your decision?
• Describe some situations in which you worked under pressure to meet deadlines.
• Tell me about a situation in which you had to meet two different deadlines given to you by two different people and you could not do both. What did you do?
• Describe your approach to solving work problems. Why does this work best for you?
• Give me an example of when you solved a tough problem.
• Describe your approach to taking on a new task. What management style do you prefer when receiving a new task?
• You are on the phone with another department resolving a problem. The intercom pages you for a customer on hold. Your manager returns your monthly report with red pen markings and demands corrections within the hour. What do you do?
• Give me an example of a major problem you have encountered and how you dealt with it.

**GENERAL**

• What additional information do you think I should know about you?
• Describe for me the most interesting thing you have done in the past three years (job related).
• What do you think it takes to be successful at PVAMU?
• How did the best manager you ever had motivate you to perform well? Why did that method work?
• What is the best thing a previous employer did that you wish everyone did?
• What do you consider your greatest strength/weakness to be?
• What are you most proud of?
• What is important to you in a job?
• What do you expect to find at PVAMU that you do not have now?
• In considering joining PVAMU, what are some of the factors that you took into account?
• Why should I hire you?
• What do you think you owe to your employer?
• What does your employer owe to you?
• What are two or three examples of tasks that you do not particularly enjoy doing? Indicate how you remain motivated to complete those tasks.
• Tell me about a “significant accomplishment” in your work experience when you were positively recognized.
• Give me an example of tasks you perform at your present job that require you to use organizational skills.
• In what ways do you think you can make a contribution at PVAMU?
• What two or three things are most important to you in a job?
• What will you be looking for in this job that you do not find in your present job?
• What questions do you have for me?