

Job Related Interview Questions

A variety of job-related questions are listed below. You may find some of these questions helpful in obtaining information from applicants. Questions should be directed to determine work related skills. Avoid questions that could be construed to be discriminatory such as questions related to race, color, national origin, sex, religion, age or disability.

Questions to learn How the Applicant Regards Current or Past Positions

- Tell me about your present (last) position? How would you describe a typical workday?
- What are the duties in your present job? What percentage of time do you spend on each duty?
- What activities did you most enjoy and least enjoy at your present (last) job?
- If you had the opportunity to change two things in your present (last) job, what would they be?
- What do you consider the most critical elements in the successful performance of your present (last) job?
- Why do you think you were successful in your present (last) job?
- What do you feel you do best and why? What job functions are the most difficult for you and why?
- What problems do you encounter on the job? Which frustrate you the most? How do you deal with them?
- What was your greatest contribution in your present (last) position?
- What do you consider your greatest accomplishment in a work environment and why?
- What is the most difficult task you have had to complete?
- How have you improved your position from the one you originally accepted?
- What is the single most important idea you have contributed to your present (past) job?
- How have your previous jobs prepared you for more responsibility?
- Tell me about your last performance appraisal: In which area were you most disappointed?
- What are your boss's title and functions? What type of supervision do you have?
- Describe the reporting structure of your present (last) job.
- What are the reasons you are leaving your present job (left your last job)?

Questions to Find Out about the Applicant's Education, Training, and Military Service

- Have you graduated from high school?
- What was your overall grade point average? Do you feel your grades are a fair reflection of your work? If not, why not?
- Have you attended college? If so, what did you study, and have you completed your course of study?
- Would you pick the same course of study again?
- What courses did you do best in at college? Why? What course did you have the most trouble with?
- What course did you like the best? What course did you dislike the most? Why?
- Were you involved in extracurricular activities? If yes, which ones?
- What did you like best about school?
- Do you feel your education was worthwhile?
- How did you happen to change to a different school (if applicable)?
- Why did you enlist in the military?
- Why did you choose the branch you did? What was your rank or grade?
- Did you ever consider making a career in the military?
- Why did you leave the military at the time you did?

Questions to Explore Applicant's Aspirations

- What is important to you in a job? What would you like to avoid?
- What do you want from this job that is lacking in your present (last) job?
- What position do you expect to hold five years from now? How does this position fit in with your future career plans?
- What are your career goals? What are you doing to achieve your career goals?
- What are your salary expectations? On what do you base them?

Questions to Probe the Applicant's Relationship with People

- With whom do you deal on a regular basis within your office?
- How would you describe your supervisor? What are your supervisor's greatest strengths and weaknesses?
- In what ways has your supervisor supported your performance?
- For what things have you been praised? Criticized?
- How would you characterize your coworkers?
- What disagreements have you had with your coworkers?
- How would you describe your relationships with people in other departments?
- Describe your relationship between you and your present supervisor.
- What kind of people do you enjoy working with? What kind of people do you find difficult?
- What do you consider essential in the management of people?
- What types of committees have you worked on? What did you contribute?
- Do you supervise others? How many? Describe your style of supervision.
- How do you feel about working as part of a team?

Questions to Stimulate Self-assessment

- What specific strengths do you have that would particularly assist you in doing this job?
- In what areas would you most like to improve? Why? Have you done anything to improve these areas?
- What motivates you?
- How do you go about making important decisions?
- Why did you select this particular field of work?
- If I asked your boss to evaluate your performance, what would he/she say?
- What did you do on your last job to make yourself more effective?
- If you are hired, what kind of attendance record can we expect?
- Is there anything that will hinder you from getting to work on time?
- What reservations should I have about hiring you?

Questions to Determine How the Applicant Would Apply Skills, Experience, and Knowledge to the Position

- Why did you apply for this position?
- What appeals most to you about this job?
- What do you believe qualifies you for this position?
- What strengths do you bring to the position?
- What elements of this job would be new to you?
- What additional training do you feel is required to achieve full proficiency?
- Where would you need the most support, structure, or direction in your first 90 to 180 days?
- What do you know about our organization? What specifically attracted you to our organization?
- How does this job compare with other positions to which you are applying?
- How does this position compare to positions you have filled in the past?
- If you were hiring someone for this position, what qualities would you look for?

Questions to Explore the Applicant's Personal Traits

- Tell me three characteristics about yourself.
- What makes you different from other candidates?
- Why do you think you would be successful in this job?
- What was the best job you ever had? Why?
- Who was the best boss you ever had? Why?
- What do you consider important in a job?
- Are you more comfortable leading or following? Why?

- Is there anything you'd like to add about yourself that I have not asked?