

The Interview Question Bank

The interview is your only chance to gather as much information as possible about the potential employee in order to make your decision. Prepare a detailed list of measurable and comparable questions before beginning the interview process. Here are some of the basic question types to get you started:

Background/Personal:

- Education level/Relevant courses/Training
- What is your experience in relevant positions? (Ask specific questions about what you see on their résumé)
- If I were to ask a past employer or supervisor, what would they say one of your biggest strengths on the job was?
- If I were to ask a past employer or supervisor, what would they say one of your weaknesses on the job was?
- What do you consider to be your biggest strengths and weaknesses?
- If your friends, co-workers or colleagues were asked to describe you in three words, what would they say?
- Why did you leave your last job?
- Tell me about your dream job.
- What has disappointed you with previous jobs?
- What motivates you to do your best with a job?
- Have you accomplished something that you are particularly proud of? What is it and why is it significant to you?
- What do you look for in a job?
- What was the most important decision you've ever had to make?
- Are you a leader?
- What are your future goals?

Company/Position Specific:

- What do you know about this company?
- What skills can you bring to this company?
- Why do you want to work for this company?
- Do you work well as a team player? Do you feel most comfortable working alone or with a team?
- What are you looking for in this position?
- Are you willing to work nights/weekends/overtime? Willing to relocate if required?
- Do you have experience with the particular computer programs/equipment that we use here? (List all relevant programs or equipment)
- What about this position is most attractive and least attractive to you?
- How long would it take you to make a meaningful contribution to this company?

Situational/Hypothetical Questions:

- Ask things like "If an unhappy customer were to approach you with a complaint about a malfunction with one of our company's products, how would you respond?"
- What would you do if . . .
- How would you react if. . .
- Who would you tell if. . .
- Tell me about a problem that occurred in the past at a workplace and how you handled it.

