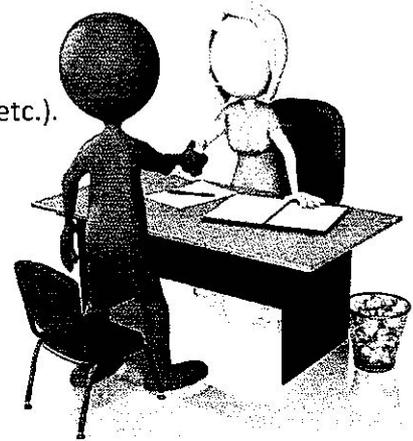


Questions Interviewers May Ask You

1. Why should I hire you?
2. Why do you think you might like this particular job?
3. Why are you the best person for this job?
4. Tell me about yourself (not hobbies, age, marital status, etc.).
5. Why would you want to work for this company?
6. What are your strengths? (Skills, abilities, etc.)
7. What would you consider your main weakness?
8. What would you like to be doing five years from now?
9. Tell me about your last job (likes and dislikes).
10. How do you work under pressure?
11. How do you handle stress?
12. Why did you leave your last job?
13. What is your biggest accomplishment?
14. Describe your ideal boss.
15. If the people who know you were asked why you should be hired, what would they say?
16. Give me some examples of teamwork.
17. If you know your boss is 100% wrong about something, how would you handle it?
18. Tell me about any work gaps in your employment history.
19. Have you ever been fired or asked to leave a job?
20. Have you ever been convicted of a felony?
21. What are your salary expectations?
22. When would you be able to start work?
23. Would you be willing to work overtime and/or weekends?
24. Can you travel; do you have transportation?
25. Do you prefer to work alone or on a team?
26. Have you ever had difficulty working with a manager/supervisor?
27. What do you do to relax?
28. What do you find are the most difficult decisions to make?
29. What have you learned from your mistakes?
30. Is there anything else I can tell you about the job and the company?



STAR Interviewing Reponse Technique for Success in Behavioral Job Interviews

One strategy for preparing for behavioral interview is to use the STAR Technique, as outlined below.

Situation Or Task	Describe the situation that you were in or the task that you needed to accomplish. You must describe a specific even or situation, not a generalized description of what you Have done in the past. Be sure to give enough detail for the interviewer to understand. This situation can be from a previous job, from a volunteer experience, or any relevant event.
Action you took	Describe the action you took and be sure to keep the focus on you. Even if you are discussing a group project or effort, describe what you did -bit the efforts of the team. Don't tell what you might do, <u>tell what you did.</u>
Results you achieved	What happened? How did the event end? What did you accomplish? What did you learn?

SAMPLE BEHAVIORAL INTERVIEW QUESTIONS

- Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.
- Describe a time when you were faced with a stressful situation that demonstrated your coping skills.
- Give me a specific example of a time when you used good judgment and logic in solving a problem.
- Give me an example of a time when you set a goal and were able to meet or achieve it.
- Tell me about a time when you had to use your presentation skills to influence someone's opinion.
- Please discuss an important written document you were required to complete.
- Tell me about a time when you had to conform to a policy which you did not agree.
- Tell me about a time when you had to go above and beyond the call of duty in order to get a job done.
- Tell me about a time when you had too many things to do and you were required to prioritize your tasks-
- Give me an example of a time when you had to make a split second decision.
- What is your typical way of dealing with conflict? Give me an example-
- Give me a time when you showed initiative and took the lead.
- Tell me about a recent situation in which you had to deal with a very upset customer or co-worker.
- Give me an example of a time when you motivated others.
- Tell me about a time when you delegated a project effectively.
- Tell me about a time when you missed an obvious solution to a problem.

Interview Questions You May Ask an Employer

1. Would you describe a typical work day and the things I would be doing?
2. Which duties are most important for this job?
3. Is this a new position? If not, what did the previous employee go on to do?
4. What is the company's management style?
5. How will I be trained or introduced to the job?
6. How long should it take me to get my feet on the ground?
7. How is this job important to the company—how does it contribute?
8. What are the department's goals for the year?
9. How many people work in your department? In the company?
10. Who are the people I'd be working with and what do they do?
11. How would I get feedback on my performance?
12. If hired, would I report directly to you or to someone else?
13. What are the prospects for growth and advancement?
14. How does one advance in the company?
15. Are there examples?
16. What do you like about working here?
17. What don't you like about working here and what would you change?
18. Would you like a list of references?
19. If I am extended a job offer, how soon would you like me to start?
20. What can I tell you about my qualifications?
21. When can I expect to hear from you?
22. Are there any other questions I can answer for you?
23. Do you have any reservations about my qualifications?
24. Is this a permanent position?
25. Is there weekend or overtime work?
26. What is the most important part of the job?
27. Could you give me a brief tour?
28. When can I start?

