

Interview Questions

- 1) Give an example of a time in which you were delayed or unable to finish a task because you did not have enough information to come to a good decision. What was the outcome?
- 2) Give an example of a time in which you had to be relatively quick in committing to a difficult decision. What decision did you make and why?
- 3) Can you tell me about a job experience in which you had to speak up in order to be sure that other people realized the importance of your thoughts or feelings?
- 4) Give an example of a time in which you felt you were able to build motivation in your co-workers or subordinates work.
- 5) Give an example of a specific occasion in which you conformed to a policy with which you did not agree.
- 6) Give an example of a time in which you had to use your fact-finding skills to gain information for solving a problem-- then tell me how you analyzed the information to come to a conclusion.
- 7) Give me an example of an important goal which you had to set in the past and tell me about your success in reaching it.
- 8) Describe your most significant written document/report/presentation. Why was it significant?
- 9) Give me an example of a time in which you had to go above and beyond the call of duty in order to get the job done.
- 10) Give me an example of a time when you were able to successfully communicate with another person, even when that individual was being very difficult.
- 11) Describe a situation in which you were able to effectively "read" another person and guide your actions by your understanding of their individual needs or values.
- 12) What did you do in your last job in order to be effective with your organization and planning? Be specific.
- 13) Describe the most creative work-related project which you have carried out.
- 14) How would a co-worker describe your work ethic?
- 15) Describe a situation in which you were able to positively influence the actions of others in a desired direction.
- 16) Describe a time you disagreed with a decision or an action with your supervisor and what did you do or how did you handle it?
- 17) Describe a time you had a conflict with a colleague. How did you handle it?

18) Describe a time you had a conflict with a student. How did you handle it?

19) In a previous work situation, give an example of your greatest success.

20) Given the purpose and demands of this position, what attracts you to this position?