

100+ Sample Interview Questions and What NOT to Ask

Fact-based Questions:

1. Review the resume with the applicant. What did you do at each job? Why do you want to leave or why did you leave?
2. Describe the essential functions (read from job description) of the job. Are you able to perform the essential functions of this job?
3. Based upon what I have described (essential functions), what aspects of the job do you think you will most effectively perform?
4. What aspects do you think will need additional training or development?
5. Why are you looking for a new job?
6. Why did you apply for this position?
7. What about this position attracted you?
8. Why are you interested in working in this industry/in this position?
9. Why have you been out of work since (date)?
10. What special skills and abilities do you bring to this job?
11. Which parts of your previous positions did you perform the best?
12. What aspects of your performance at your previous positions would you like to improve?
13. Describe your relationship with your (previous) supervisor?
14. Describe your relationships with your (previous) co-workers?
15. Were you ever disciplined? If yes, describe what happened. How did you handle the discipline?
16. Have you ever been spoken to regarding unacceptable performance or behaviors, including your ability to work with others? Describe what happened? How did you respond?
17. Were you ever spoken to or disciplined for attendance or tardiness?
18. Were you ever terminated from a job? Why?
19. Where you ever asked to resign from a job? Why?
20. The company's hours are from ___ to ___. Will you be able to work these hours?
21. This job requires you to work on Saturdays/Sundays; will you be able to work these days?
22. What are your goals?
23. Why did you choose _____ college?
24. Why did you choose _____ degree?
25. Why did you choose _____ certification?
26. What software do you know?
27. Have you ever worked with (software / tool / process / etc.)?
28. If yes, how would you rate your skills and why?
29. Have you had any formal training in (software / tool / process / etc.)?
30. How would you rate your overall communication skills?
31. What techniques do you use to communicate with your boss?
32. What techniques do you use to communicate with your co-workers?
33. What can you do to improve your communication skills?
34. What makes you a good listener?
35. What would make you a better listener?
36. How do you prioritize your work?
37. What tools do you use to organize your work?
38. What do you see as your role within the company?
39. What level of authority do you have with your present (previous) position?
40. Why should we hire you?
41. What are your salary/pay expectations?
42. What are your benefit expectations (time off, retirement, health insurance, etc.)?

Behavioral Based Questions:

1. Tell me about yourself.
2. What do you like about your job?
3. What do you dislike about your job?
4. What makes you good at your job?
5. What do you want to gain from this job?
6. What type of company do you want to work for?
7. What management style are you the most effective working under?
8. What do you enjoy about working with customers?
9. What do you find frustrating about dealing with customers?
10. What do you find frustrating about working with co-workers?
11. What makes you happy?
12. What makes you angry?
13. What do you enjoy in life?
14. What motivates you?
15. How do you measure your success?
16. How do you measure the success of those you work with?
17. What aspect of your personality are you proud of?
18. What aspect of your personality tends to get you in trouble?
19. When you find yourself in "trouble," how do you handle it?
20. How do you handle stress?
21. How do you handle deadlines?
22. How would you go about learning this job?
23. Describe the best boss you ever had. Why was he/she was so good?
24. Describe the worst boss. Why was he/she was so bad?
25. What have you learned from other jobs that you will bring to this job?
26. What makes you feel good about the work you do?
27. When you start a job, what type of feedback do you expect from your supervisor?
28. Tell me about a time when you got tough feedback from a supervisor or a boss.
29. What kind of decisions do you find difficult to make?
30. What have you done to improve yourself?
31. Under what circumstances do you think the ends justify the means?
32. How do you differentiate between working relationships and personal relationships?
33. How do you deal with a customer that acts or speaks with you in an inappropriate manner?
34. How do you deal with demanding individuals?
35. How do you deal with a co-worker that is rude and unhelpful towards you?
36. What would you consider unethical behaviors?
37. What kind of decisions do you find difficult to make?
38. What kind of decisions do you find easier to make?
39. Who is someone who has had influence on you life? What was that influence?

Scenario Questions:

1. If you could create the perfect job, what would it look like?
2. Describe a situation where you had to persuade or change the mind of someone in authority. How did you or would you go about persuading a person?
3. What would you do if you failed to persuade this person?
4. How would you handle a situation where you were asked to do something you did not agree with?
5. How would you handle a situation where you were asked to do something you felt was unethical?

6. How do you handle a situation where a co-worker is doing something you think is unethical?
7. What would you do if you saw a co-worker putting the company's products or property in his/her car?
8. Describe a situation where you lost your temper. What was the result?
9. What would you do if you made a mistake and this caused some major problems or costs for the company?
10. How would you handle a situation where a co-worker was not pulling his/her "fair share" of the work?
11. What would you do if your typical mode of transportation fell through and you couldn't get work?
12. How would you react if you were given a written warning?
13. What if you felt the written warning was unjust?
14. What would you do if you were disciplined for attendance or tardiness?
15. How would you go about influencing a person to agree with your point-of-view?
16. How would you handle a person who is "yelling" at you?
17. How do you deal with a person who is rude and sarcastic?
18. How would you deal with a person who is unwilling to listen?
19. Describe a situation where you disagreed with your boss. How did you handle it?
20. What would you do if you found out your boss was doing something you felt was unethical?
21. What would you do if you made a mistake?

Supervisory Related Questions:

1. How many employees have you supervised?
2. How long have you been in a supervisory role?
3. How would you go about giving an employee bad news?
4. Describe your management style.
5. If you had an employee that was having performance problems, how would you go about dealing with him or her?
6. How would you deal with a confrontational employee?

Questions NOT to Ask:

Ask no questions related to an applicant's children.

1. You have your day care needs under control?
2. How old are your children?
3. Do you have any children?
4. Do you plan to have children?
5. Where do your children attend school?

Ask no questions related to an applicant's marital status.

1. Are you married?
2. Are you living with a boy/girl friend?
3. Are you divorced?
4. What does your spouse do for a living?
5. What was your maiden name?

Ask no questions related to an applicant's national origin/race/citizenship.

1. What is your nationality?
2. Where were you born?
3. Are you a citizen?
4. Where you born in this country?
5. What is your race?
6. Where are you from?

Ask no questions related to an applicant's physical attributes/age.

1. What is your age?
2. What year did you graduate from high school?
3. Do you have a disability/handicap?
4. How tall are you?
5. What is your weight?
6. What size do you wear?
7. Requesting a photograph prior to interviewing.
8. Appearance not related to cleanliness or hygiene.

Ask no questions related to an applicant's veteran status.

1. Are you a member of the military reserves?

Ask no questions related to an applicant's arrests that did not result in convictions.

1. Have you ever been arrested?
2. Do you have any traffic violations (unless driving is an essential function of the job?)

Ask no questions related to an applicant's religion.

1. Do you pray?
2. Where do you go to church?
3. Do you believe in God?