SAMPLE INTERVIEW QUESTIONS

* Give us a specific example of a time when you had to conform to a policy with which you did not agree.  How did you handle it?
* Everybody misses work from time to time.  Give us some legitimate reasons to miss work.
* (If currently employed) Does your employer know you are here today?
* Which philosophy describes you best:  “I work to live” or “I live to work”.
* Describe your ideal work environment.
* What is your typical way of dealing with conflict?
* Tell us about a time when you had to make an uncertain or unpopular decision, and there was a possibility of an adverse public reaction.  How did you manage the situation?
* What steps do you take when there is an immediate decision to be made, but without having all the data available?
* What skills do you use when you need to influence the way other people think?
* What are your plans if you are not offered this position?
* Describe the relationship you feel should exist between supervisors and subordinates.
* Give me 5 words that describe you.
* Tell me what you think this job does on a daily basis.
* How did you prepare last night for this interview?
* Give me an example of a time that you felt you went above and beyond the call of duty at work.
* Describe a time that you have had to keep confidential information.  In what circumstance was it most difficult to keep confidential?   (i.e. probed by a co-worker, etc.)
* This position requires accuracy and great attention to detail.  How do you control your errors?
* Which of your personality traits do you feel will be most effectively utilized in this position?
* What is your first reaction when your senior manager assigns a task that you think is impossible?