

Sample Interview Questions

What questions are employers likely to ask?

Although you will never know for sure which questions you will be asked during an interview, you can be aware of the types of questions you may be asked. You should be prepared to answer not only the following questions, but variations of them as well. Typically, employers will ask questions about yourself, your education, your career goals and questions specific to the organization/job for which you are applying.

Questions about yourself:

- Tell me about yourself.
- What are your major strengths? Weaknesses?
- If we were to contact one of your references, what would they say about you?
- What can you do that someone else can't?
- Why should I hire you?
- What qualifications do you have that would make you successful within your area of expertise?
- What are your three most important priorities?
- Have you ever had leadership responsibilities? Give me an example.
- Describe an accomplishment in which you take pride.
- What qualities do you like to see in others?
- How do you define success?

Questions about your education/experience:

- Why did you decide to attend UW-Eau Claire?
- How has attending UW-Eau Claire prepared you for a career with _____?
- Which classes did you enjoy the most/least and why?
- Why did you choose your particular college major?
- If you were starting over, would you choose the same major? If not, what would you choose?
- Describe your most rewarding college experience.
- In what college activities did you participate? Why?
- What jobs have you held? What did you like and dislike about the jobs? Why?
- Give me an example of a problem you encountered in school or on a job and how you solved it.

Questions about career goals:

- Why did you choose the career for which you are preparing?
- Where do you hope to be in five years?
- What do you think determines an individual's success in a work situation?
- What personal characteristics do you feel are necessary for success in your chosen field?
- If you could do anything in life, and know you could not fail, what would you do?

- What are your career goals?
- Give an example of something you have done that shows initiative.

Questions specific to the job or organization:

- Why do you want to work for us?
- What position in our company interests you the most?
- What do you know about our company?
- In addition to the literature that we sent you, what other source did you use to find out about us?
- Why are you interested in this field?
- What contribution do you believe you can make to our company?
- Can you handle the responsibilities of this position?
- How do I know you are the right person for this job?
- What are the essential elements of a job that would make it right for you?
- Are you willing to relocate and/or travel?

"Do you have any questions for me?"

The end of the interview is right around the corner, but before you leave the employer will typically ask one last question: Do you have any questions for me? The way you answer this question will tell the employer a lot about you and can even determine the likeliness of receiving an offer. This question gives you the opportunity to show that you have done your research about the company and that you are interested in the position. It also allows you to show that what you have to offer will fit the company's needs. Go to the interview with a prepared set of questions to ask.

Rules for framing better questions:

1. Ask open-ended questions.
2. Keep all questions short and to the point.
3. Avoid obvious questions.
4. Don't ask questions that focus on what the company can do for you (ex. salary, benefits, etc).
5. Avoid leading questions.
6. Don't ask questions that are irrelevant to the company or organization.

Questions specific to the position:

- Can you tell me more about the day-to-day responsibilities of this position?
- How long has this position existed in the company?
- What was the last great challenge faced by the department? How did you and your team handle it?
- As a direct report in this position, what are the three top priorities you would first like to see accomplished?
- How does your organization train its new employees?

Questions about the organization:

- How does this position contribute to the company's goals, productivity or profits?
- What are you hoping to accomplish and what would be my role in those plans?
- In your opinion, what is the most important contribution that this company expects from its

employees?

- What attracted you to this company, and what do you think are its strengths and weaknesses?

Closing questions:

- I have really enjoyed meeting with you and your team, and I am very interested in this opportunity. Now that we have talked about my qualifications, do you have any concerns about me fulfilling the responsibilities of this position?
- When can I expect to hear from you regarding the status of this position?
- May I have your business card?

To show that you have done your research about the company, ask intelligent questions regarding manufacturing, distribution and promotion relating to what you already know about the company. Most general questions can and should be varied to fit the company for which you are interviewing.