

INTERVIEW QUESTIONS TO THINK ABOUT

Questions Often Asked By Employers

1. Tell me about yourself.
2. What are your short-range and long-range career goals, and how are you preparing to achieve them?
3. Why did you choose this career?
4. What do you consider to be your greatest strengths? Weaknesses?
5. How would you describe yourself? How would a friend or professor describe you?
6. How has your college experience prepared you for your career?
7. Why should I hire you?
8. How do you determine or evaluate success?
9. In what ways do you think you can make a contribution to our company?
10. Describe the relationship that should exist between a supervisor and those reporting to him/her.
11. Describe your most rewarding high school/college experience.
12. If you were hiring for this position, what qualities would you look for?
13. What led you to choose your field or major?
14. What have you learned from participation in extracurricular activities?
15. How do you work under pressure?
16. Describe the ideal job/college.
17. Why did you decide to seek a position with this organization and what do you know about us?
18. What major problems have you encountered and how did you deal with it?
19. What criteria are you using to evaluate the company/college for which you hope to work/attend?
20. What salary do you want?

Questions Often Asked By Applicants

1. What are the strengths of the organization or department?
2. What are the career opportunities for someone entering this position?
3. What kind of orientation and training is available to new employees?
4. How large is the company/college? How large is this particular department/major?
5. To whom would I be reporting and what kind of communication channels are there?
6. What are the long-range plans for this organization?
7. How long was my predecessor in this position? Why did he/she leave?
8. How will I be evaluated? How often?
9. Is there an opportunity to transfer from one division to another?
10. What are the prospects for promotion in the future? What are some of the qualities or accomplishments you would consider important for promotion?
11. What is the management philosophy of this organization? What is the general philosophy?
12. In what areas of the organization do you expect growth?
13. Is continuing education encouraged? Is tuition reimbursement offered?
14. Can you tell me about the history of this position, and changes anticipated?
15. What are your expectations of the person in this position?
16. Is overtime the norm in this office?
17. What kind of support staff is available? What is the ratio of support staff to professionals, and how is work distributed?
18. Generally, what percentage of time will be devoted to each of my responsibilities?
19. Do you work with daily, weekly, monthly, or annual deadlines?
20. Does the organization have a process for sharing creative ideas?