

Frequently Asked Interview Questions

- 1) Tell me about yourself.
- 2) What are your greatest strengths?
- 3) What are your greatest weaknesses?
- 4) Do you prefer to work by yourself or with others? Why?
- 5) Why do you want to work for this company? Why do you want this position?
- 6) What do you know about our company?
- 7) Why should we hire you when we have applicants with more experience?
- 8) Describe the most rewarding experience of your career so far.
- 9) How do your education and professional experiences prepare you for this position?
- 10) What was your major accomplishment in your last job?
- 11) Why did you leave your last position?
- 12) Where do you expect to be five years from now?
- 13) How would your former supervisor describe you as an employee?
- 14) Have you ever used drugs?
- 15) What salary are you looking for?
- 16) How much are you currently making?
- 17) If you were aware that a coworker was falsifying data, what would you do?
- 18) Your supervisor has just told you that she is dissatisfied with your work, but you think it is acceptable. How would you resolve the conflict?
- 19) Your supervisor has told you to do something a certain way, and you think that it is the wrong way to do the task. What would you do?
- 20) A work colleague has told you in confidence that she suspects another colleague of stealing. What would your actions be?
- 21) Tell me about a time you solved a difficult problem.
- 22) Describe a time when you had to analyze information and make a recommendation.
- 23) Describe a time that you worked successfully as part of a team.
- 24) Give me an example of a time when you were under stress to meet a deadline.
- 25) Give me an example of when you showed initiative and took the lead.

Taken from Essentials of Business Communication by Mary Ellen Guffey