

## **Interview Questions**

(Be prepared to answer)

1. What are your long-range career goals, when and why did you establish these goals, and how are you preparing to achieve them?
2. What are the most important rewards you expect in your career?
3. What do you consider to be your greatest strengths and weaknesses?
4. How would you describe yourself?
5. How would a colleague describe you?
6. How has your college experience prepared you for a career?
7. Why should I hire you?
8. What qualifications do you have that make you think you will be successful?
9. In what ways do you think you can make a contribution to our organization?
10. Describe the relationship that should exist between a supervisor and subordinates.
11. What two or three accomplishments have given you the most satisfaction?
12. What led you to choose your major field of study?
13. What have you learned from participation in extra-curricular activities?
14. In what kind of work environment are you most comfortable?
15. Describe your part-time or summer jobs and explain what you learned from them.
16. How would you describe the ideal job for you following graduation?
17. What do you know about our organization?
18. What two or three things are most important to you in your job?
19. What criteria are you using to evaluate prospective employers?
20. Do you have a geographical preference? and Why?
21. Will you relocate?
22. Describe a major problem you encountered and how you dealt with it.

## **Questions you may want to ask**

1. Identify typical career paths based on past records.
2. Please explain the evaluation and promotion process.
3. What is the retention rate of people in the position for which I am interviewing?
4. Describe the typical first year assignments.
5. Tell me about your initial and future training programs.
6. What are the challenging facets of the job?
7. What are the organization's plans for the future?
8. What industry trends will occur in the company?
9. What makes your firm different from its competitors?
10. What are the organization's strengths and weaknesses?
11. How would you describe your organization's personality and management style?
12. What are your expectations for new hires?
13. Describe the position in the overall structure of the department.
14. What characteristics does a successful person have at your organization?