

Questions Employers Might Ask at an Interview

- Tell me about yourself.
- What are your long-range and short-range goals and objectives?
- How do you plan to achieve your career goals?
- What are the most important rewards you expect in your business career?
- Why did you choose the career for which you are preparing?
- How do you know you will like this career path?
- What new challenges are inviting to you?
- What other career paths have you considered?
- What do you consider to be your greatest strengths and weaknesses?
- What five skills best describe you?
- Describe a professional skill that you developed in your last job/activity.
- What do you hope to achieve in your next job?
- What two or three accomplishments have given you the most satisfaction?
- Tell me about a quantifiable outcome due to one of your efforts.
- How would you explain your success level in your current job?
- What are the most/least rewarding aspects of your current job?
- Tell me about a major contribution you have made to a team/organization.
- What achievements have eluded you?
- How would you describe yourself?
- Tell me something I would not know about you from reading your resume.
- What motivates you to put forth your greatest effort?
- Why should I hire you?
- What qualifications do you have that make you think that you will be successful in business?
- Describe your ideal job/work environment.
- What kind of a starting salary would you expect to earn in this job?
- In what previous jobs have you been most interested?
- How would you describe the ideal job for you?
- What two or three things are most important to you in your job?
- Which is more important to you, the money or the type of job?
- How do you determine or evaluate success?
- Are you seeking employment in a company of a certain size?
- What criteria are you using to evaluate the company for which you hope to work?
- Are you willing to spend at least six months as a trainee?
- What outside activities complement your work interests?
- What community projects are interesting to you?
- What skills have you improved through outside activities?
- What have you learned from your participation in activities?
- How has your education prepared you for a career?
- Describe your most rewarding academic experience.
- Why did you select your college or university?
- What led you to choose your field of major study?
- What subjects did you like best/least?
- If you could do so, how would you plan your academic study differently?
- What changes would you make in your college or university?
- Do you have plans for continued study/an advanced degree?
- Do you think that your grades are a good indication of your academic ability?
- Are you willing to travel?
- Are you willing to relocate?
- What do you think it takes to be successful in an organization like ours?
- In what ways do you think you can make a contribution to our organization?
- If you were hiring an individual for this position, what qualities would you look for?
- Why did you decide to seek a position with this company?
- What do you know about our company?
- Why are you interested in this work?
- What are you particularly good in this field of work?
- How do you stay current about this field/industry?

- What do you think is our company's distinct advantage over the competition?
- Where is our company most vulnerable amongst its competitors?
- What skills do you feel are most critical to this job?
- What skills would you like to develop most in this job?
- How are your experiences relevant to this job?
- Why do companies with good products sometimes fail?
- Give me an example of when you were resourceful.
- Tell me about your input into your work/extracurricular organization's last strategic plan.
- What is the most creative/innovative project you have ever helped develop?
- How do you organize and plan for major projects?
- Give me an example of something you did to build enthusiasm in others to take action.
- Describe your relationship with your supervisors/co-workers.
- Do you work more productively by yourself or with others?
- Describe your comfort level working with people of higher or lower rank.
- Describe your worst/best supervisor.
- What qualities should a successful manager possess?
- Describe the relationship that should exist between a supervisor and those reporting to them.
- What management style do you most/least prefer?
- What is your favorite type of co-worker?
- Tell me about a time when you had to defend an idea to a boss or co-worker.
- How do you handle criticism of your work?
- Do you prefer a structured or unstructured environment?
- Give me an example of when a co-worker or classmate criticized your work in front of others.
- Give me an example of when you sold your supervisor or professor on an idea or concept.
- Give an example of how you saw a project through, despite obstacles.
- Describe a situation when you had to do a project you really did not want to do.
- Tell me about a time when you did not perform up to your capabilities.
- How do you manage stress?
- How do you regroup when things have not gone as planned?
- Why is service such an important issue?
- How do you manage your work schedule?
- How do you handle multiple responsibilities?
- Tell me about an important decision you had to make.
- How do you work under pressure?
- Describe a time when you worked under extreme pressure.
- How do you feel about working overtime?
- How do you balance work time and home time?
- What might you like to change about your current work habits?
- Tell me about a time you experienced frustration at work.
- What have you learned from your mistakes?
- Tell me about a difficult situation when it was desirable for you to keep a positive attitude.
- Tell me about a time when you failed to meet a deadline.
- Tell me which computer applications you have used and for what purposes.
- Describe your problem-solving process.
- How do you measure the success of your work?
- What was the greatest problem-solving issue you had to work through in your last job?
- How do you balance your reliance on facts with your reliance on intuition?
- Tell me about a problem that you failed to anticipate.
- Tell me about a time you were not able to resolve a problem to your satisfaction.
- If a client called you with a complaint, what would be your first reaction?
- Tell me about a time when you had to deal with a difficult person (customer, classmate, co-worker).
- Describe a specific problem you solved for an employer.
- Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.
- Describe a time when you were faced with a stressful situation that demonstrated your coping skills.
- Give me a specific example of a time when you used good judgment and logic in solving a problem.
- Give me an example of a time when you set a goal and were able to meet or achieve it.
- Tell me about a time when you had to use your presentation skills to influence someone's opinion.
- Give me a specific example of a time when you had to conform to a policy with which you did not agree.

- Please discuss an important written document you were required to complete.
- Tell me about a time when you had to go above and beyond the call of duty in order to get a job done.
- Tell me about a time when you had too many things to do and you were required to prioritize your tasks.
- Give me an example of a time when you had to make a split second decision.
- What is your typical way of dealing with conflict? Give me an example.
- Tell me about a time you were able to successfully deal with another person even when that individual may not have personally liked you (or vice versa).
- Tell me about a difficult decision you've made in the last year.
- Give me an example of a time when something you tried to accomplish and failed.
- Give me an example of when you showed initiative and took the lead.
- Tell me about a recent situation in which you had to deal with a very upset customer or co-worker.
- Give me an example of a time when you motivated others.
- Tell me about a time when you delegated a project effectively.
- Give me an example of a time when you used your fact-finding skills to solve a problem.
- Tell me about a time when you missed an obvious solution to a problem.
- Describe a time when you anticipated potential problems and developed preventive measures.
- Tell me about a time when you were forced to make an unpopular decision.
- Please tell me about a time you had to fire a friend.
- Describe a time when you set your sights too high (or too low).

Sources: *Career Development Guide*
Planning Job Choices
The 250 Job Interview Questions You'll Most Likely Be Asked

Questions to Ask an Employer at an Interview

- What qualities are you looking for in the candidate who fills this position?
- Can you tell me how success is measured in this position?
- What would you consider the most challenging aspect of this position?
- What would my typical workday be like?
- What kinds of assignments might I expect during the first six months on the job?
- How do you encourage employees to keep current with professional developments in the field?
- What opportunities in the organization are there for serving on committees?
- What kinds of community service projects does your organization engage in?
- Does your organization encourage further education?
- Is there a lot of team project work?
- How often are performance reviews given?
- What do you like best about your job/organization?
- What do you think are your organization's greatest competitive advantages?
- Where does this position fit in with the organizational structure?
- What is the next course of action? When should I expect to hear from you?

Sources: *Career Development Guide*
The Job Hunting Handbook

Skills/Qualities Employers Seek in Business/Liberal Arts/Science Candidates

Communication Skills	Leadership Skills
Honesty/Integrity	Self-Confidence
Interpersonal Skills	Friendly/Outgoing
Motivation/Initiative	Tactfulness
Strong Work Ethic	Well-Mannered/Polite
Teamwork Skills	Creativity
Computer Skills	GPA (3.0+)
Analytical/Problem-Solving Skills	Risk-Taking
Flexibility/Adaptability	Sense of Humor
Detail-Oriented	Bilingual Skills
Organizational/Multi-Tasking Skills	

Source: *National Association of Colleges and Employers*

Sample Thank You Letter

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March 10, 20xx

Kimberly Smith
Employment Recruiter
XYZ Corporation
123 S. Main Street
Oak Lawn, IL 60453

Dear Ms. Smith:

Thank you very much for interviewing me for the Public Relations Specialist position with your organization today. You and your colleagues provided me with a very warm reception and informative discussion.

My enthusiasm for working with your public relations department was strengthened as a result of our meeting. As mentioned during our conversation, my experience as the Community Communications Coordinator for my campus newspaper has prepared me extensively for the type of work required of this opportunity. In particular, the position has helped me to develop strong communication, teamwork, creativity, and problem-solving skills, all of which I hope to contribute at XYZ Corporation.

Once again, I wish to reiterate my genuine interest in the position and your organization. If you have any questions, please contact me at 708-555-1111 or at kdoe@mailbox.com. Thank you very much for your valuable time and consideration.

Sincerely,

Kerry J. Doe

Kerry J. Doe