

Interview Questions

For Employers

1	Are you considering any other positions at the moment?
2	Can you talk me through your CV?
3	Can you tell me about a time when you implemented an innovative idea successfully?
4	Can you tell us about a time when you failed?
5	Can you write? What makes you think that you are good at it?
6	Describe a difficult problem that you have had to deal with recently? Tell me how you resolved the difficulty
7	Describe a recent difficult situation with a customer and how did you deal with it?
8	Describe a situation at your last job involving pressure. How did you handle it?
9	Describe a situation where you had to explain something complex at work. What approach did you follow and how well did it work?
10	Describe a situation where you were able to influence others on an important issue. What approaches or strategies did you use?
11	Describe a time when you had to change your mind and go in the opposite direction?
12	Describe a time when you had to communicate to someone knowing that you were right and that they were wrong?
13	Describe a time when you had to win someone over, who was unresponsive to what you had to say?
14	Describe a time when you were truly inspired or creative at work?
15	Describe the technical skills needed to accomplish your objectives and how they were used
16	Describe your ideal job
17	Describe your ideal working environment?
18	Describe your previous manager's style and whether you liked it or not
19	Did you increase sales or profits in your last job?
20	Do you have any questions for me?
21	Do you prefer to work in a small, medium or large company?
22	Explain aspects of your time management that allow you to be truly effective?
23	Explain the organisational structure in your last company and how you fitted into it?
24	Give me a good reason why we should employ you for this role?
25	role?
26	tested?
27	Give us an example where your listening skills proved crucial to an outcome?
28	Have you reduced costs at your last company?
29	How ambitious are you? Would you compete for my job?
30	How and when have you varied your communication approach according to the person you were addressing?

31	How did you decide on your priorities?
32	How do you ensure your skills are up to date and relevant?
33	How do you feel about the progress that you have made in your career to date?
34	How do you motivate your team and build team spirit?
35	How do you plan your day?
36	How do you prepare for an important meeting?
37	How large were the projects that you managed/worked on (size, people, value)?
38	How long do you think it would be before you were making a significant contribution to the team/company?
39	How long have you been looking for a new job?
40	How much does your last job resemble the one you are applying for? What are the differences?
41	How would team members describe you and your work style?
42	How would you describe your communication effectiveness?
43	How would you describe your leadership style?
44	How would you describe your management style?
45	How would you describe your team building effectiveness?
46	How would your friends describe you?
47	How would your old boss describe you?
48	If your personality could be compared to a car, what car would it be and why?
49	Please explain who is (<i>candidate's name</i>)?
50	Please give examples of how you managed, coached, and influenced others
51	Please give examples of how you were managed, coached, and influenced by others
52	Please give me an example of a project that did not turn out the way you planned. What happened?
53	Tell me about a time when you affected the way a team worked together?
54	Tell me about a time when you have had to use your negotiating skills?
55	Tell me about a time when you made a large mistake and what you did about it?
56	Tell me about the company, your title, your position, your role, and the team involved?
57	Tell me about yourself?
58	Tell me when you last experienced pressure in your role?
59	Tell us about a situation when you failed to communicate appropriately?
60	Tell us about a situation where your communication skills made a difference?
61	Walk me through a plan you created, how you managed to it, and if it was successful
62	What are some of the biggest mistakes you have made?
63	What are some of the problems you encountered in your last job?

64	What are you looking for in a company?
65	What are you looking for in a new job?
66	What are your salary requirements?
67	What are your short to medium term goals?
68	What are your strengths and weaknesses?
69	What aspect of your management skills would you like to develop?
70	What aspects of the last project or task you did, did you truly enjoy?
71	What aspects of your role do you enjoy and why?
72	What aspects of your role do you least enjoy and why?
73	What can we (the new company) offer that your previous company cannot offer?
74	What can you contribute and what are your Unique Selling Points?
75	What did you do on a day to day basis?
76	What did you earn in your last job?
77	What did you like most/least about your last job?
78	What did you think of your manager/supervisor?
79	What do you have to do to achieve your short term goals?
80	What do you know about our company?
81	What do you like and dislike about the job we are discussing?
82	What do you think of the last company you worked for?
83	What does the prospect of this job offer you that your last job did not?
84	What immediate and long-term career goals have you set for yourself?
85	What interests you about our product (or service)?
86	What is the greatest accomplishment of your career/education to date? Why?
87	What is your approach to solving problems?
88	What is your greatest achievement to date?
89	What kind of decisions do you find difficult to make?
90	What level of salary are you looking for now?
91	What motivates you? Why?
92	What qualities do you think will be required for this job?
93	What single project or task would you consider the most significant accomplishment in your career so far?
94	What type of formal recognition do you like to receive?
95	What type of salary are you looking for?
96	What were some of the duties of your last job that you found to be difficult?
97	What were the 3-4 biggest challenges you faced and how did you deal with them?
98	What work skill would you like to improve significantly and why?
99	What would your ideal job be?
100	What would your old boss say about you, if I called them?
101	When was the last time you experienced a heavy workload?

102	When was the last time you formally recognised others?
103	When were your leadership skills put to the test, give me an example?
104	Where did you go the extra mile or take the initiative?
105	Where do you see yourself in 5 years time?
106	Why are you applying for a position with our company?
107	Why are you changing careers?
108	Why did you choose a career in ...?
109	Why did you join your previous company? Did they live up to your expectations? Why are you leaving now?
110	Why should we employ you?

For Candidates

1	Are you looking at any internal candidates?
2	Can you explain how you will set my objectives?
3	Can you explain the company strategy and my role in it?
4	Can you please talk about the company culture and values?
5	Do you do annual, bi-annual or quaterly employee reviews?
6	Do you have an induction or on-boarding process?
7	How do you go about working when teams are not co-located?
8	How experienced are the people I will be working with?
9	How many other candidates are being considered?
10	How many people are your interviewing?
11	How often and how far will I be expected to travel?
12	How soon can I expect to see my objectives?
13	How soon will I be up and fully running with IT & Infrastructure?
14	Is this a new role or will I be backfilling an empty role?
15	Please tell me about the corporate culture?
16	Please tell me about the team I will be working in?
17	What are my accountable for?
18	What are the chances of advancement/promotion in this position? When?
19	What are the issues and risks associated with the role?
20	What do you expect me to do in the first 6 months?
21	What is expected of me in the first 30 days?
22	What is the next step?
23	What level of performance do you expect from me?
24	What major processes and IT systems do you have?
25	What tools will be provided to me to do my job?
26	What training do you provide?
27	What will be my responsibilities?
28	What will be my salary, benefits and bonuses?
29	What will the challenges be for the first 100 days?
30	When will you decide on the appointment?
31	Where are the primary customer and supplier locations?
32	Where does my boss fit in the organisational structure?
33	Where is the company going? Upwards? Expansion plans?
34	Where will I fit into the overall organisational structure?
35	Who are your customers/competitors/partners?
36	Who will I report to and who will report to me?
37	Why did the last person leave the role?

38	Will I be expected to travel internationally?
39	Will relocation be required now or in the future?
40	Will travelling be required in this position?