

Possible Interview Question Biased on Previous Experience

Directions: Select one question from each category. Answer the question the way you would answer it in an actual job interview.

Opening Questions

1. Tell us about yourself
2. Clarify any questions about the resume or application (If applicable)

Persuasion / Communication Skills

1. Tell us about a time in which your spoken communications skills were important in getting a point across.
2. Tell us about the most difficult person you had to work with and how you handled it.
3. Describe the most difficult customer situation you've had

Managing Skills

1. Tell us about a time you were able to motivate co-workers or subordinates.
2. Describe a difficult employee situation and how you handled it.
3. What did you do to keep employees focused and productive?

Integrity

1. Tell us about a time you conformed to a policy in which you did not agree.
2. Tell us about a time you found it necessary NOT to conform to a policy.
3. Describe a time you had to bend the rules to get a job done.

Creativity

1. Discuss one of your successes (in generating increased revenue).
2. Describe one of your most effective ideas and how it was implemented.
3. Describe one of your least effective ideas and how it was implemented.

Closing

1. Is there anything else you think we should know?