



*Business & Technology Expertise
...without the jargon*

INTERVIEW QUESTIONS

1. Tell me about yourself.
2. What do you want to do with your life?
3. How would you describe your ideal job?
4. Why did you choose this career?
5. What goals do you have in your career?
6. How do you plan to achieve these goals?
7. How do you evaluate success?
8. Why are you leaving your current job?
9. Describe a situation in which you were successful.
10. What do you think it takes to be successful in this career?
11. What accomplishments have given you the most satisfaction in your life?
12. Would you rather work with information or with people?
13. Are you a team player?
14. What motivates you?
15. Why should I hire you?
16. Are you a goal-oriented person?
17. Tell me about some of your recent goals and what you did to achieve them.
18. What are your short-term goals?
19. What is your long-range objective?
20. What do you see yourself doing five years from now?
21. Where do you want to be ten years from now?
22. Do you handle conflict well?
23. Have you ever had a conflict with a boss or professor? How did you resolve it?
24. What major problem have you had to deal with recently?
25. Do you handle deadlines and pressure well?
26. What is your greatest strength?
27. What is your greatest weakness?
28. Do you have any plans for further education?
29. How much training do you think you'll need to become a productive employee?
30. What do you know about our company?
31. Why are you interested in our company?
32. Why are you interested in this job?
33. What can you do for us that someone else can't?
34. What were the five most significant accomplishments in your career so far?
35. What was wrong with your current or last position?
36. What do you think of your previous bosses?
37. What hours are you used to working, or would you like to work?
38. Do you have your reference list with you?
39. What questions didn't I ask that you expected?
40. What salary do you expect?
41. Do you have any questions for me?



*Business & Technology Expertise
...without the jargon*

QUESTIONS THE INTERVIEWER MAY BE ASKED

1. Why is this position open?
2. How often has it been filled in the past five years? What were the main reasons?
3. What would you like done differently by the next person who fills this position?
4. What are some of the objectives you would like to see accomplished in this job?
5. What is most pressing? What would you like to have done in the next 3 months.
6. What are some of the long-term objectives you would like to see completed?
7. What are some of the more difficult problems one would have to face in this position?
8. How do you think these could best be handled?
9. What type of support does this position receive in terms of people, finances, etc?
10. What freedom would I have in determining my own work objectives, deadlines, and methods of measurement?
11. What advancement opportunities are available for the person who is successful in this position, and within what time frame?
12. In what ways has this organization been most successful in terms of products and services over the years?
13. What significant changes do you foresee in the near future?
14. How is one evaluated in this position?
15. What accounts for success within the company?
16. How would you describe the responsibilities of the position?
17. How would you describe a typical week/day in this position?
18. Is this a new position? If not, what did the previous employee go on to do?
19. What is the company's management style?
20. Who does this position report to? If I am offered the position, can I meet him/her?
21. How many people work in this office/department?
22. How much travel is expected?
23. Is relocation a possibility?
24. What is the typical work week? Is overtime expected?
25. What are the prospects for growth and advancement?
26. How will my performance be measured?
27. How does one advance in the company?
28. Are there any examples?
29. What do you like about working here?
30. What don't you like about working here and what would you change?
31. Would you like a list of references?
32. If I am extended a job offer, how soon would you like me to start?
33. What can I tell you about my qualifications?
34. When can I expect to hear from you?
35. Are there any other questions I can answer for you?



*Business & Technology Expertise
...without the jargon*

GENERAL OBSERVATIONS:	COMMENTS:
Body language & gestures	
Eye contact	
Speaking ability	
Telephone voice	
Does the candidate act interested?	
Is the candidate prepared?	
Knowledge of Xpertise?	
What's the candidate's perception of the position's expectations?	
Large vs. small companies	
Apparent technical knowledge = ?	
Shows confidence?	
Shows maturity?	
Willing to take a test?	
Willingness to work when needed?	
Come across as a team player?	
What's the motivation to come to work for us?	
General attitude = ?	
Hygiene = ?	
Ability to handle difficult customers = ?	
Attention to detail?	
Ability to multitask?	
RED FLAGS:	
Talks too much? Talks enough?	
Any bad manners?	
Knocks current/past employers?	
"Holes" in resume (gaps between jobs)?	
Negotiates too early?	
ASK FOR:	
References	