

Sample Job Interview Questions

Directions: Answer the following questions as you would answer them during an interview. Then look at the answer key to see how well you answered. Finally practice your corrected answers out loud. Pay attention to your body language while you practice.

1. Tell me about yourself.

You need to mention 2 or 3 skills and include a real-life example of them from a previous job.

2. What kind of job are you interested in?

Be specific so that employer can picture you at the job. Research the job before the interview.

3. Why are you interested in working for this company?

Make sure to research the company before the interview and give specific reasons.

4. What experience or training do you have for this position?

Read the job description prior to the interview. Describe the skills you have that match the job.

5. What are your strengths?

Refer back to your completed "Strengths" worksheet from the Assess Yourself section to answer this question.

6. What are your weaknesses?

Be brief and general. Start by saying something positive, followed by what your weakness is. End your answer by stating what you are doing to correct that weakness and improve yourself. For example, "I am very ambitious, but sometimes I do so much it is hard to stay organized. However, I now keep a planner so all my tasks and goals are in order and get accomplished."

7. What do you like best about your most recent job? Least?

Answer should relate to the job you are interviewing for.

8. How would you handle conflict with your supervisor or co-workers?

You may want to consider delaying your response to the conflict to allow your emotions to calm. Recognize that you are part of the problem. Own your part and seek way to improve your relationship by asking what you can do.

9. What hours do you want to work? Are you willing to work weekends?

Be as flexible as possible. Only express limits when absolutely necessary.

10. Tell me a couple things that are most important to you about a job.

Refer back to the "My Work Values" worksheet from the Assess Yourself section to help answer this question.

11. Tell me how you would handle an angry customer.

Stay calm, listen carefully, and manage the situation with confidence and respect

12. Tell me about an accomplishment you are most proud of.

The answer should be work-related and is an example of going above and beyond what was expected. When you are explaining the story, begin by describing the situation then describe what you personally did. End your answer by explaining what the end result was.

13. Describe your best boss.

Do not use specific names. Instead, describe the positive traits of your best supervisor or your ideal supervisor. For example, you may want a boss who treats his employees fairly.

14. Describe your worst boss.

Do not say anything negative. Pick a work-related characteristic that can be stated in a positive way. For example, "I had a supervisor who was vague when giving assignments. I learned to ask questions so that I knew what was expected".

15. Give me an example of how you solved a problem in the past.

Be specific. Describe the problem in detail followed by explaining what action you took to solve the problem. Finally, clarify what the outcome of your action was.

16. Where do you see yourself in a year?

The interviewer is checking on your maturity and whether you are someone who likes to grow and learn. Examples might include; learned my job well enough to teach others, looking forward to another year, getting a chance at advancement, etc.

17. Give me an example of a time you showed leadership.

Be specific. Describe the situation, then your action followed by the outcome of your action.

18. Describe a time you had to ask questions and listen carefully to clarify a customer's problem.

Be specific. Describe the situation, then describe your action followed by the outcome.

19. Tell me about a time when your job required high attention to detail.

Think of a specific example that required accuracy, special skills, and failure to use these skills would have led to problems from your employer.

20. Describe a work decision you have made that you wish you could do over.

Be specific, but do not pick anything too negative. Begin by describing something positive you normally do. Then describe a time that you might have done the opposite. Finally, end by saying something positive by explaining what you learned from your mistake.

21. Do you have questions for me?

Always come prepared with at least two questions for the employer. Do not ask questions about salary or benefits. Ask questions such as, "How would you describe a typical day on the job?," "Will there be opportunities for advancement and ongoing trainings?" and "What kind of person are you looking for?"