

Interview Questions

Recommended for most positions

1. Please share with us why you are interested in this position.
2. Please walk us through your job history on your resume and share with us why you left your previous positions. Please also clarify any time gaps on your resume.
3. Why do you think you are a good fit for this position and will succeed in the work?
4. What do you think are key factors for establishing and maintaining strong working relationships?
5. Please tell us how you organize and prioritize your work activities.
6. Who has been your best supervisor and why? What qualities did he or she demonstrate that made him/her a good Supervisor?
7. What do you think will be most challenging for you in this position?
8. What do you expect to be rewarding in this position?

Other general questions

1. What did you like about that position that you kept you there so long? (If they stayed in a position or positions for a long period)
2. How do you see this position fitting into your career?
3. What would your colleagues or former supervisors say are your strengths or skills? What would they say are your areas for improvement?
4. Share with us in more detail your knowledge of ...(particular computer system or software)
5. Tell us about a time when you had to make a professional decision that was difficult and how you arrived at your conclusion.
6. What has been your most interesting "failure" and what did you learn from it?
7. Describe a time when you had to take on something new or different and had little or no guidance or support in doing so. How did you handle it?
8. What would you say has been the most innovative thing(s) you have introduced in your work?

For Leadership/Supervisor Roles

1. Describe the qualities of a good leader. Share an instance where you provided strong leadership.

2. What are the three most significant leadership decisions you have made?
3. Please describe your supervision style.
4. Please share an example of how you dealt with an underperforming staff member.
5. (When appropriate) Can you please tell us how many staff you supervised in your previous position and the roles of those staff members? What was the value of the budget you managed?

Include Some Technical, Job-Specific Questions

For jobs requiring some technical expertise (for example, an accountant or a water engineer), focus a few questions on the specialized knowledge needed to carry out the work successfully. Have someone in the interview who can ask knowledgeable questions and follow up on and evaluate the answers.

Some tips on developing these questions:

1. Focus on the main responsibilities and performance results expected in the job
2. Set a technical scenario that the person might face and ask how he or she would handle it.
3. Ask about specific technical challenges the candidate faced in the past and how he or she handled them.

Wrap up

1. Is there anything else about you or your background that we haven't already discussed that you would like to bring up?
2. Do you have any questions for us?