

## Sample Interview Questions

### *About the candidate as a person:*

- What is your long-term career objective?
- How would you describe yourself as a person?
- What do you consider your greatest achievement to be? Why?
- What are your strengths? Weaknesses?
- What do you look for in a company?
- What is your current salary?
- What are your salary expectations?
- What kind of reference would your current (previous) employer give you?
- How would others describe you as a person?
- Describe your leadership abilities.
- What is your greatest failure? Why?
- What character traits do you value most in others?

### *About the candidate's background:*

- What functions or tasks in your last job didn't you like? Why?
- Which functions and tasks do you enjoy most? Why?
- How do you feel about your career progress to date?
- What are some areas in which your current (or most recent) boss thinks you could improve?
- What have you accomplished in your present (or most recent) position?
- Why are you changing jobs?

### *About the candidate and your company:*

- What interests you about this job/this company/this department?
- What are your concerns about this job/this company/this department?
- What contributions can you make to our company/department?
- Why should I hire *you* (as opposed to other candidates)?

### *About the candidate's supervisory or management skills (if applicable):*

- What are your budget responsibilities?
- How would your staff describe you as a supervisor?
- Have you discharged anyone? How did you handle the situation?
- What is your supervisory style?
- What is your most difficult supervisory responsibility? Why?