**INTERVIEW QUESTIONS**

**General Questions**

1) Tell me about yourself? Including your education background.

2) How do you organize and plan for a major project?

3) Tell me about one of your accomplishments?

4) What is something you’ve been involved in that you’re proud of?

5) What is your greatest strength?

6) What is an area that you can improve in?

7) Where do you see yourself in 5 years?

8) What influenced you to pursue the career you want?

9) Give an example of your leadership ability.

10) Tell me about a situation where you demonstrated good communication abilities.

11) How have your college courses prepared you for the workforce?

12) Why should we hire you?

**Behavior Questions**

1) Describe a time when you were faced with a problem/s that tested your skills? What did you do?

2) How do you define “success”?

3) Describe your most creative work related project you have completed?

4) Give me an example of when you have shown good leadership?

5) Give me an example of a time when you went above and beyond the call of duty?

6) Think of a time when you had to address an angry client, customer, or co-worker; what was the situation and how did it turn out?

7) What motivates you to do well?

8) Tell me about a specific time when you had to multitask?

9) What does it take to be a successful employee?

10) Tell me about a specific time when you took an unpopular stand in a situation?

**Questions You Should Ask**

At the end of most interviews, the interviewer will usually ask the interviewee if they have any questions. **The interviewee should always have questions to ask!**

1) What will my responsibilities be?

2) How often are employees evaluated and by whom?

3) Where does this position fit into the overall organization?

4) What is the typical career path for this position?

5) Do you promote professional development?

6) What is the next step in this process?

7) When do you expect to make a decision?

**Questions That Are NOT Allowed To Be Asked**

 **Any question that does not pertain to the exact responsibilities or requirements of the job.**

1. Are you married?
2. Do you have children?
3. What are your family plans for the future?
4. What do you do on the weekends?
5. Do you go to church on Sundays?
6. What’s your religious affiliation?
7. How old are you?

**S.T.A.R. MODEL**

Showcasing Skills & Abilities

**S**ituation – what was a situation you presented to you?

**T**ask – what was the task you needed to accomplish?

**A**ction – what actions did you demonstrate?

**R**esult – what result was achieved?