

## Possible interview questions

(NOTE: not all questions would be asked – it would depend on the job you recently had and the one to which you are applying.) But think through all questions JUST IN CASE!

- Tell me about recent work experience and major responsibilities.
- Why are you leaving your current job?
- If there are gaps in your job history, please explain.
- What skills do you bring to this position to make you successful?
- What types of responsibilities do you find most rewarding?
- What types of responsibilities do you find most frustrating?
- Tell me about a tough problem you had to solve, your approach and the outcome.
- Provide a specific occasion when you conformed to policy even though you did not agree with the policy.
- Tell me about a time when your manager was not available and you had to solve an immediate problem. What did you do and what was the outcome?
- Tell me about a project you were responsible for and how you organized the necessary paperwork, tasks, and goals to accomplish your project successfully.
- Tell me about a time when you were late or absent to work. How did you communicate this information to your supervisor?
- How do you deal with difficult or demanding customers?
- Describe a customer complaint you resolved.
- Describe a day when you were faced with multiple interruptions and had to assist in covering an additional position. How did you manage your day to accomplish your work?
- What aspect of your past/current employment did you enjoy the most?
- What skills or qualities are important for dealing effectively with clients? Give me an example of a time when you displayed these skills or qualities.
- Describe how you generally prepared for the busy/peak times on your last/current job.

- Tell me about the methods you use to motivate others. Give me a specific, recent example.
- What is the most important skill in coaching? Give a specific example of how you have applied that skill to help someone improve.
- What are some of your strengths in dealing with people? Tell me about the last time you used one of those strengths to resolve a conflict.
- Describe the most difficult one-on-one meeting you have had with a direct report. Why was it difficult? What did you do?