Sample Interview Questions

1. What attracted you to this position?
2. How will your past work experience contribute to our office?
3. Tell me about a recent accomplishment that made you especially proud.
4. Describe your ideal work environment (and supervisor).
5. Tell me about a time when you had to deal with a difficult customer/client.
6. Describe your time management system.
7. Do you consider yourself to be a leader or follower? Explain.
8. Your resume indicates that you are proficient with ABC Software. Tell me about a project that required the use of it, and what steps you used.
9. How do you balance extra-curricular activities with schoolwork?
10. Tell me about a time when you had to make a tough decision, but did not have all of the information you needed.
11. If other people were to describe you in three words, what would they be?
12. If you were assigned a major project, what five steps would you take from conception to completion of the project?
13. What was the most difficult task you have faced in the workplace and why?
14. What motivates you?
15. How do you motivate others?
16. How do you measure success?
17. Do you consider yourself to be a big-picture person or a detail-oriented person? Why?
18. What do you think you bring to the position?
19. What do you hope to gain from the position?
20. Do you have any questions to ask us?

For Community Agencies/Professional Schools requiring Work-Study Funding:

1. This position is requires that the employee is eligible for Federal Work-Study Funding. Does your Financial Aid Award include Federal Work-Study this term?
2. (If Yes:) Are you also eligible for Federal Work-Study any other term this year? If so, which one(s)?