

# Twenty-one Typical Job Interview Questions

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1. How would you describe yourself?
2. Why did you decide to apply for this position?
3. What kind of work do you want to be doing in five years?
4. What do you think it will take to be successful in this job?
5. What accomplishment are you most proud of?
6. How would you describe your ability to work as a member of a team?
7. Why should we hire you? Why do you think you are qualified for this job?
8. Describe a time when you had a conflict with someone, preferably at work. How did you deal with the conflict?
9. What are your greatest strengths?
10. Tell me about your weaknesses.
11. Describe a situation in which you were able to persuade someone to see things your way.
12. Describe a time when you had to use written communication to get an important point across.
13. Describe the most significant or creative presentation that you have had to complete.
14. Tell me about a time when you had to go above and beyond the call of duty to get a job done.
15. Sometimes it's easy to get in "over your head." Describe a situation where you had to request help or assistance on a project or assignment.
16. What are your standards for success in school? How do you make sure you meet those standards?
17. Describe a situation that required a number of things be done at the same time. How did you handle it? What was the result?
18. How do you determine priorities in scheduling your time? Give me an example.
19. Tell of a time when your active listening skills really paid off for you.
20. Tell me about the most difficult customer service experience that you have ever had to handle—perhaps an angry or irate customer. Be specific and tell what you did and the outcome.
21. Describe a time when you put your own needs aside to help a co-worker or classmate understand a task. How did you assist him or her? What was the result?