

Interview Questions: Work History

1. Name of company, position title and description, dates of employment.
2. Tell us about your experience in _____. (job/department)
3. What were your expectations for the job and to what extent were they met?
4. What are/were your responsibilities?
5. What personal qualities do you think are important for this specific job?
6. How do you tell someone "no" but still meet the service standards the College has set?
7. Discuss your customer service skills.
8. What is the importance of service standards in the area of education, particularly in higher education?
9. Discuss your technical skills that would relate to this position as you understand it.
10. What previous experience qualifies you for this position?
11. How do you handle a student/parent who is angry and also confused about the college processes? (Financial Aid, Business Office, Admissions, Counseling/Advising, etc.)
12. What type of work environment are you most comfortable working in? (team, independent, quiet, fast-paced, etc.)
13. From your perspective, identify challenging aspects of this position as you might know them.
14. What major challenges and problems did you face? How did you handle them?
15. What did you like or dislike about your current/previous job?
16. If we call your past employers, what will they say about you? What will your former co-workers say about you? If supervisor, what will your employees say about you?
17. You previously worked for NTCC. What was your reason for leaving?
18. Which was most / least rewarding aspect of your current/previous job?
19. What were the biggest accomplishments / failures in this position?
20. What was it like working for your supervisor?
21. What do you expect from a supervisor?
22. Who was your best boss and who was the worst?
23. Why are you leaving your job?
24. What have you been doing since your last job? (if applicable)
25. Describe the workload in your current or most recent job?

Job Interview Questions about You

26. What is your greatest weakness?
27. Tell about a situation in which you had to diffuse an angry parent/customer/student?
28. What is your greatest strength?
29. How would you describe yourself?
30. Describe a typical work week.
31. Do you take work home with you?
32. How many hours do you normally work?
33. How would you describe the pace at which you work?
34. Describe how you handle stress and pressure?
35. What motivates you?
36. What do you find are the most difficult decisions to make?
37. Tell me about yourself.
38. What has been the greatest disappointment in your life?
39. What are you passionate about?
40. What are your pet peeves?
41. What do people most often criticize about you?
42. When was the last time you were angry? What happened?
43. If you could relive the last 10 years of your life, what would you do differently?
44. What do you see yourself doing five years from now? Ten years from now?

45. What are your long range career objectives?
46. If the people who know you were asked why you should be hired, what would they say?
47. Do you prefer to work independently or on a team? Describe reasons behind your choice.
48. Give some examples of teamwork that you have experienced.
49. What type of work environment do you prefer?
50. How do you evaluate success?
51. If you know your boss is 100% wrong about something how would you handle it?
52. Describe a difficult work situation / project and how you overcame it.
53. Describe a time when your workload was heavy and how you handled it.
54. What are the most important rewards you expect in your career?
55. Why did you choose this career?
56. How would you evaluate your ability to handle conflict?
57. Have you ever had difficulty with a supervisor? How did you resolve the conflict?
58. How would a good friend describe you?
59. What would your last boss say about your work performance?
60. What motivates you to go the extra mile on a project or job?
61. Do you have any hobbies? What do you do in your spare time?
62. Describe the relationship that should exist between the supervisor and those reporting to him or her?
63. What two or three accomplishments have given you the most satisfaction? Why?
64. Describe the most rewarding experience of your career thus far.
65. If you were hiring a job-seeker for this position, what qualities would you look for?
66. In what kind of work environment are you most comfortable?
67. What's one of the hardest decisions you've ever had to make?

Job Interview Questions about the New Job and the Company

68. What interests you about this job?
69. Why do you want this job?
70. What applicable attributes / experience do you have?
71. What can you do for the College? What do you bring to us that another candidate might not?
72. Why should we hire you?
73. What do you think it takes to be successful in an organization like ours?
74. Why are you the best person for the job?
75. What do you know about the College?
76. Why do you want to work here?
77. In what ways do you think you can make a contribution to our organization?
78. What challenges are you looking for in a position?
79. What can you contribute to NTCC?
80. Describe the best job you've ever had.
81. Describe the best supervisor you've ever had.
82. Is there anything I haven't told you about the job or NTCC that you would like to know?

Interview Questions: The Future

83. What are you looking for in your next job? What is important to you?
84. What are your goals for the next five years / ten years?
85. How do you plan to achieve those goals?
86. What will you do if you don't get this position?

Questions NOT to ask:

1. Have you been arrested?
2. Are you married? (Divorced? Single?)
3. What religious holidays do you practice?
4. What country are you from?
5. Is English your first language?
6. Do you have any outstanding debt?
7. Do you socially drink?
8. When was the last time you used illegal drugs?
9. How long have you been working?
10. What religion do you practice?
11. Do you belong to a club or social organization?
12. How old are you?
13. How much longer do you plan to work before you retire?
14. Is this your maiden name?
15. Do you have or plan to have children?
16. Can you get a babysitter on short notice for overtime or travel?
17. Who is your closest relative to notify in case of an emergency?
18. What do your parents do for a living?
19. If you get pregnant, will you continue to work, and will you come back after maternity leave?
20. How do you feel about supervising men/women?
21. What do you think of interoffice dating?
22. Do you smoke or drink?
23. How many sick days did you take last year?
24. Do you have any disabilities?
25. Have you had any recent or past illnesses or operations?
26. How far is your commute?
27. Do you live nearby?
28. Were you honorably discharged from the military?
29. Are you a member of the National Guard or Reserves?