

Practice Questions for General Interviews

Personal Qualities

- Please tell me a little bit about yourself.
 - What are your strengths? Give an example of a time you demonstrated a particular strength?
 - Have you ever had a weakness in the past that you've been able to overcome? How did you accomplish this?
 - What is your energy level like? Describe a typical day.
 - Are you an organized person? How do you organize and plan for major projects?
 - How do you manage your time?
 - What has been your greatest accomplishment?
 - When you're faced with a particularly tough decision, how do you go about making it? Can you give an example from your college days?
 - Do you think that you'll prefer to work with others or by yourself? Are there experiences you've had in school or part-time jobs to support that?
 - How do you handle yourself when you have a conflict with someone? Are you confrontational? Do you avoid that person? Why? How do you think you'll behave when you have a problem with a co-worker?
 - What causes you to lose your temper?
 - What was the last book you read?
 - If you were an animal, what would you be and why?
 - Explain how diversity has played a role in your life?
 - What kinds of experiences have you had in relating with people whose backgrounds are different than yours?
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Education

- Why did you choose to go to Manchester University?
 - What courses did you like best in college? Which of them did you like the least? Why? What were the factors influencing your choice of major and minor?
 - In what courses did you get your best grades? Why?
 - In what courses did you get your worst grades and why? How do you think that will affect your performance on the job?
 - If you were to start college over again tomorrow, what courses would you take? Why?
 - Were there any unusual difficulties you had to overcome to do so well in college?
 - Did you do the best job you could while in school? If not, why not?
 - How was your education financed? What percent did you pay for yourself?
 - Do you have any plans to further your education?
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Internship / Extra-curricular

- Your lack of experience bothers me. Why do you think I should hire someone just out of school, like you?
- What did you learn from (or why don't I see any) internships on your résumé? How did you get those internships? What was the most valuable thing you learned from each?
- What extra-curricular activities were you active in? What made you choose those? Which of them did you most enjoy? Why?
- Have your hobbies or sports activities taught you any lessons that you'd bring to the job?
- Did you hold any positions of leadership in any organization?
- If I met some of your peers from college, what do you think they would say about you?
- In your last job, what were some of the things you spent most of your time on, and why?
- Tell me about a typical day at _____. (full-time, part-time, and summer jobs)
- Tell me about a mistake you made on the job and what you learned from it.
- What responsibilities did you enjoy most? Least?
- What have you learned from some of the jobs you've had?

- What accomplishments have you achieved in each of your jobs?
 - What supervisor did you like the best and why? What supervisor did you like the least and why?
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Career / Job Expectations

- What most influenced you to choose the career you are ready to begin?
- What are you looking for in a job?
- Why are you interested in this position?
- What do you know about our organization? How did you find this out?
- Is there anything about this company or job that makes you apprehensive? Why?
- What aspects of this job do you think you'll find the most interesting? Least interesting?
- How will you react to doing the least interesting or least pleasant parts of this job?
- How do you think this job will help you achieve your long-term career objectives?
- Let's say your supervisor gave you an assignment that you didn't understand and then left town for a week. Assume he or she is unreachable. What would you do?
- This is a large (or small) company. Do you think you'd like that sort of environment? Why? What do you think you might not like about it?
- What do you know about the financial aspects of this business? Have any of your studies or readings helped you know about how we budget and what affects our bottom line?
- What is your attitude toward relocation and working on weekends?
- What kind of starting salary are you looking for?

What to Ask Interviewers

- Find out why the job is open, who had it last, and what happened to him or her. Did he or she get promoted or fired? How many people have held this position in the last couple of years? What happened to them subsequently?
- Why did the interviewer join the company? How long has he or she been there? What is it about the company that keeps him or her there?
- To whom would you report? Will you get the opportunity to meet that person?
- Where is the job located? What are the travel requirements, if any?
- What type of training is required and how long is it? What type of training is available?
- What would your first assignment be?
- What are the realistic chances for growth in the job? Where are the opportunities for greatest growth within the company?
- What are the skills and attributes most needed to get ahead in the company?
- Who will be the company's major competitor over the next few years? How does the interviewer feel the company stacks up against them?
- What has been the growth pattern of the company over the last five years? Is it profitable? How profitable? Is the company privately or publicly held?
- If there is a written job description, may you see it?
- How regularly do performance evaluations occur? What model do they follow?