



# Sample Interview Questions

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## Questions You May Be Asked During an Interview

### Questions about yourself

- Tell me about yourself.
- What are your interests outside of school and work?
- Why should we hire you rather than another candidate?
- What do you consider to be your greatest strengths?
- What are some of your weaknesses?
- What motivates you most in a job?
- How do you think a former supervisor would describe you?
- How do you define success/failure?
- Where do you see yourself in 5 years? 10 years?

### Questions about school/education

- Why did you choose to attend Endicott?
- Why did you choose your major?
- What was your favorite/least favorite course in school and why?
- If you had to start all over again, what would you change about your education?
- What plans do you have for continuing your education?
- Do you believe your grades accurately reflect your abilities? Why or why not?
- What have you read recently in your field?

### Questions about your previous experience

- What skills have you developed at school and at work?
- What did you like most/least about your most recent job or internship?
- What were the biggest pressures at your last job and how did you handle them?
- What are the qualities that you believe a successful manager should have?
- In what kind of environment are you most comfortable?

### Behavioral or situational questions

- Give an example of a time when you had to prove your credibility to others.
  - Let's say your supervisor gave you 10 things to do by the end of the day and you realize you can't possibly finish them. What would you do?
  - Give an example of a conflict you had with a co-worker and how you handled it.
  - Tell me about a time when you "bent" the rules. When is it appropriate to do so?
  - Give an example of an accomplishment of which you are proud.
  - Give an example of a challenge you faced and how you overcame it.
  - Give an example of a time when you received criticism. How did you respond?
  - Describe a time when you had to make a decision but did not have all the information you needed. How did you handle this?
  - Give an example of a time in which you worked with a team. What role did you take?
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## Questions You Can Ask During an Interview

If your research or the interviewer hasn't provided answers to these questions, you may want to ask some of the following questions. In any case make sure you prepare several questions to ask during the interview because asking questions demonstrates your interest and enthusiasm for the job and the company.

- What duties and responsibilities does this position entail?
- What kind of training is provided for this position?
- What are your expectations for the person hired for this position?
- What is the first project I could expect to do in this position?
- How often is each employee's performance reviewed and how is feedback given?
- What qualities make a person successful in this organization? How is success defined and rewarded in this organization?
- What challenges does this company and its industry face in the next several years?
- Can you describe an average week in this position?
- What are the most challenging aspects of this position?
- What are your expectations for the person in this position during the first six months to a year on the job?
- Would you mind describing your own experience at this company, such as how long you've worked here and what you enjoy most about working here?
- Does this organization have a policy regarding promotion from within?

## Questions You Should Avoid Asking During an Interview

- Don't ask about salary. The employer should be the first to mention salary. You should research salaries in your career field and geographic location ([www.salary.com](http://www.salary.com), [www.payscale.com](http://www.payscale.com), and [www.jobstar.org](http://www.jobstar.org) are good resources for researching salaries) in case the employer brings it up during an interview. Speak with a career counselor or review Career Center resources on salary negotiation before you start your job search
- Don't ask about vacation or other benefits until you receive a job offer. The employer may think you are more interested in the perks than the actual job.
- Understand that some questions you may be asked during an interview are inappropriate or illegal. Employers must comply with state, federal, and local laws regarding employment, but may, due to lack of experience or knowledge of these laws, ask an illegal question. To get more information regarding what is illegal or inappropriate for an employer to ask, as well as strategies for how to respond visit: <http://www.collegegrad.com/ezone/23illega.shtml>.