

## Interview Questions

Have you ever been in a situation where you have been more uncomfortable in the interview than the person being interviewed? Most hiring authorities only hire a few people a year – making the number of interviews that they do coming in at 10 or under. So it is not surprising that when it comes time to the interview – it is a very stressful situation knowing that if the right questions aren't asked, the wrong candidate may be hired, creating a much more difficult situation than what is occurring presently.

The same applies to the interviewer as the person being interviewed, and that is BE PREPARED! Have a good list of questions prepared to ask the candidate, and a few key points as to what your company has to offer and why they would want to work there. It is as important for the interviewer to sell the company as it is for the candidate to sell themselves.

The following are a few questions that will assist in asking the right qualifying questions:

1. What are/were your responsibilities in your current/last position?  
– The last 4-5 years are the most relevant.
2. What areas of your job do you feel were your strongest/needing the most improvement?
3. What areas of your job did you enjoy the most/least?
4. How would you describe your managers managing style?
5. If you were the manager, what are the things that you would change and what would you keep the same?
6. Do you prefer to work in an environment where your day is structured and there is an established routine or in an environment where there is very little structure and you have to reprioritize on a regular basis?
7. What is important to you in a work environment?
8. Explain a challenge that you were faced with in your last position and how did you handle it?
9. Why do you want to leave your current/last position?
10. What do you do to improve your skills?
11. What are your long term and short term goals?
12. How would your previous supervisor describe you?
13. How do you handle stressful situations?
14. Why do you think you would be a good fit for our company?
15. Give me an example of a mistake that you made and what you learned from it?