**Interview Questions**

**Questions regarding specific Experience/Resume/Prior Job**

* Follow up on any gaps in time between jobs
* Have applicant describe most important duties
* Why are you leaving (did leave) your present (last) position?
* **When I call (insert name of prior supervisor), what will he say about your attention to detail?** It's not 'if' but 'when.' You get surprisingly honest answers when people realize you're going to get a real honest answer from a third party."

**Questions regarding problem solving/Creativity**

* Describe a time you were creative at work either in solving a problem or coming up with a new idea. What was the situation? What did you do? How did it turn out?
* Describe a crisis you faced at work. What was your role? How did you resolve it? What were the results?
* Describe a time when you were asked to do something you weren't trained to do. How did you handle it?

**Communications**

* Tell me about a time that you worked conveying technical information to a nontechnical audience.
* Tell me about a time that you worked with data, interpreting data, and presenting data.
* **Describe a time you had to communicate an unpopular message. Describe situation. What you did and how it turned out.**
* **What is your most often used form of communication? phone,-face to face-, email ? What prompts you to use one form over the other?**

**Working constructively with others**

* What qualities in your co-workers bother you most? Do you appreciate most? Can you give a specific example of how you handled both things with a coworker?
* What changes have you made in working with others to be more effective at work?
* Tell me about a time when you had to deal with a co-worker who wasn't doing his/her fair share of the work. What did you do and what was the outcome?
* Tell me about a time that you didn't work well with a supervisor. What was the outcome and how would you have changed the outcome?
* Have you gone above and beyond the call of duty? If so, how?
* Have you had to convince a team to work on a project they weren't thrilled about? How did you do it?
* Have you handled a difficult situation with a co-worker? How?
* Tell me about how you worked effectively under pressure.

**Questions regarding supervisory skills**

* Have you ever had to fire people? What were the reasons, and how did you handle the

situation?

* Describe a decision you made that was unpopular and how you handled implementing it.
* Describe a time that you had to provide constructive feedback to an employee? What was situation? What did you do? What was the outcome?
* Other than financially how have you provided recognition to good performers?
* How do approach training and developing subordinates?
* Can you provide an example of how you successfully coached someone to either perform their current job better or be promoted?
* Can you provide an example of a time you had to resolve a conflict between two co-workers?
* Describe the most difficult challenge you have faced as a manager.
* Describe the most rewarding circumstance you have had as a manager.

**Questions regarding managing systems and processes**

* **We're constantly making things better, faster, smarter or less expensive. We leverage technology or improve processes. In other words, we strive to do more--with less. Tell me about a recent project or problem that you made better, faster, smarter, more efficient, or less expensive.**
* **Describe a time you had to create or revamp a system or process at work. What was it like before and after and how did you make the change.**
* **We all have techniques we have developed to prevent things from falling through the cracks. What are yours?**
* What do you do when your schedule is interrupted? Give an example of how you handle it.

**Questions regarding job satisfaction/ motivation/style**

* **Tell me about a project or accomplishment that you consider to be the most significant in your career.**
* When have you failed? Describe what happened and what you learned from it.
* Can you give me an example of how you take advantage of your strengths? Can you give me an example of how you compensate for your weaknesses?
* If I were to ask your current boss what your greatest strength is, what would he or she tell me?
* What's one thing you would like to do better? What's your plan for improving?
* Tell me about a work incident in which you were totally honest, despite a potential risk or downside.
* Assume that you come to work here. One year from now you go home one Friday evening thinking that accepting this job was the best thing you ever did. What happened during the year for you to feel that way?
* **Talk about a time that you took a risk and failed, and one where you took a risk and succeeded. What was the difference?**

**General**

* **Walk me through the first 5 things you would do if you got this job.**
* **Tell me about one of your proudest moments at work.**
* In what ways do you raise the bar for yourself and others around you?
* What unique experience or qualifications separate you from other candidates?
* Is there any question I haven't asked you that I should?