

Typical Interview Questions

General

- What are your long-range goals and objectives?
- What are your short range goals and objectives?
- How do you expect to achieve your career goals?
- What are the most important rewards you expect in your career?
- What are your strengths, weaknesses, and interest?
- How do you think a friend who knows you well would describe you?
- Describe a situation when you had to work with a difficult person. How did you handle the situation? Is there anything you would have done differently in hindsight?
- What motivates you to put forth your greatest effort? Describe a situation in which you did so.
- How do you determine or evaluate success?
- In what ways do you think you can make a contribution to our organization?
- Describe a contribution you have made to a project on which you worked.
- What qualities should a successful manager possess?
- Was there an occasion when you disagreed with a supervisor's decision or company policy? Describe how you handled the situation.
- What two or three accomplishments have given you the most satisfaction? Why?
- In what kind of work environment are you most comfortable?
- How do you work under pressure?
- Describe a time when you worked as part of a team. What role did you take on? What went well and what didn't?
- Why did you decide to seek a position with this organization?

Action Oriented

- What are your typical work habits?
- When faced with a difficult problem, what do you tend to do?
- Would you or others describe you as a perfectionist or a detail person?

Typical Interview Questions

Dealing with Ambiguity

- Do your work habits change when things are up in the air?
- Tell me about a time when you had to change something significant in your work environment.
- What do you do when someone ask you to try something completely new to you?
- When you are uncertain about what to do, what do you do next?
- How do you decide how flexible to be?

Approachability

- How do you build rapport when meeting a new person?
- Tell me about a time when your warmth and approachability worked really well for you.
- What do you do when people come to you with a work problem?
- How do you get feedback on your approachability?
- Are there situations or settings when someone should be more or less approachable?
- Has approachability ever figured in a failure, struggle, or setback you have had?

Boss Relations

- How have you dealt with a boss you don't respect?
- Tell me about your best boss.
- Tell me about your worst boss.
- What kind of boss/person in authority are you?
- Do you think boss relationships can be learned? If so, how do you think people develop these skills?
- What happens if you rely too heavily on boss relationships?
- Was there a time when you where not good at boss relationships?

Typical Interview Questions

Business Acumen

- Tell me about the most successful business you have worked for.
- Have you ever watched someone fail/get fired because they did not have business acumen?
- How do you get feedback about your business acumen?
- Who do you consider a role model of business acumen?
- Do you think business savvy can be learned? If so, how do you think people develop business savvy skills?
- Contrast your on- and off-the-job use of business acumen.

Career Ambition

- Do you have a career plan?
- Have you ever left a job because of a conflict with a boss?
- Have you ever taken a job in which you didn't want to get ahead?
- Tell me about a time when you grabbed an opportunity to do something different in your career.
- What do you like to do at work?
- How would you know if someone was ambitious?

Confronting Direct Reports

- Describe your procedure for dealing with problem performers.
- Have you ever had to be the messenger of bad news to a person?
- Tell me about a time when you had to manage someone who was an okay performer when okay wasn't good enough.
- Are there situations or settings where someone should act differently when dealing with problem performers?
- Did you ever pass up a job or assignment because you were not confident enough in your skills at dealing with problem performers?

Typical Interview Questions

Customer Focus

- Can you be counted on to stick to the procedures in dealing with customers?
- Have you ever managed anything where the people or units reporting to you were in different locations? How did you get them to be more customer focused?
- How do you handle an unjustified complaint from a customer?
- When was the last time you were treated badly as a customer?
- What happens when two people try to work together who feel differently about customer focus?
- Have you ever made significant strides at becoming better at customer service?

Learning on the Fly

- Has anyone ever accused you of messing something up because of not picking up on things quickly enough?
- How easy is it for you to get to the essence of an issue?
- Tell me about a time when you had to learn a new technical area quickly.
- Tell me about a time when you moved to a different physical environment.
- What wisdom would you pass on to others trying to become better at learning on the fly?

Organizational Agility

- Did you ever stumble at doing something important because you didn't understand how an organization worked?
- Have you ever been part of forming an organization?
- Tell me about a time when you needed information quickly and couldn't get it through formal channels.
- What kind of network do you have outside your own workgroup?
- What are the consequences to someone who is really poor at understanding and maneuvering through organizations?