

Questions to Expect

Questions about Yourself

1. Tell me about yourself.
2. What do you consider to be one of your weaknesses (strengths)?
3. What can you do that someone else can't do?
4. What qualifications do you have that indicate you will be successful in your field?
How would they relate to our position? What do you have to offer?
5. What are your special abilities?
6. What new skills or capabilities have you developed over the past year?
7. What have you done which shows initiative and willingness to work?
8. What are your greatest work and non-work accomplishments during the past two years?
9. Describe three things that are most important to you in a job.
10. What motivates you?
11. What have you been doing since your graduation from college? Since you left your last job?
12. How would a co-worker, or friend, or boss describe you?
13. What are your interests outside of work (school)?
14. What qualities do you admire most in others?
15. How would you describe your own work style?

Questions about your Career Goals or Plans

1. What would you like to be doing five (ten) years from now?
2. What type of position are you interested in?
3. What are your salary requirements--short term/long term?
4. What is success? What personal characteristics will contribute to your success?
5. How will employment with us contribute to your career plans?
6. What do you expect from a job?
7. What are your career objectives - short and long range?
8. This job is a total change from previous employment. How does it fit your career goals?
9. What are your location preferences?

Questions about School/Education

1. How does your education relate to this position (or how does your education prepare you for this position)?
2. What activities did you engage in at school?
3. What classes did you like most in school? Least? Why?
4. Why did you decide to go to ODU ?
5. Why did you choose your major?
6. Describe your academic strengths and weaknesses?
7. What are your plans for continuing your education?
8. What career related skills do you possess as a result of your academic preparation?
9. What have you read recently in your field?

Previous Experience Questions

1. What have you learned from your past jobs?
2. How often, and in what way, did you communicate with your subordinates and superiors?
3. What were the biggest pressures on your last job?
4. How did your job description for your last job change while you held it?
5. What specific skills acquired or used in previous jobs relate to this position?
6. How does your previous experience relate to this position?
7. Why did you leave your last job?
8. What did you like most/least about your last job?
9. Whom may we contact for references?

Situational/Behavioral Questions

1. What is one of the toughest problems you've ever had to solve, or decisions you've ever had to make? Why was it difficult? How did you solve it?
2. What criteria would you use to determine the top ten priority accounts for a new sales territory?
3. Give an example of a time when you had to go above and beyond the call of duty to get the job done.
4. How would you motivate an employee who was performing poorly?
5. What is the biggest risk you have ever taken?
6. Give an example of a situation you've encountered where you didn't back down in the face of adversity.
7. Tell about an unpopular decision you have made. How long did it take to make the decision? Why did the situation arise? How do you think you handled it?
8. When have you felt overwhelmed? Tell me about it.
9. What would you do if your co-workers were complaining to you about the company?
10. Let's say your manager gave you ten things to do by 5:00 p.m. and you realized that you couldn't finish them all. What would you do? How would you prioritize them?
11. Tell me about a time when you've "bent" the rules. When is it okay to do so?

Questions Specific to the Company/Job

1. Why should we hire you?
2. Why do you want to work here?
3. What do you know about this organization?
4. What salary do you expect?
5. Why do you think you would like this type of position? Company?
6. What kind of boss do you like to work for?
7. How long do you intend to stay here?
8. What do you think determines a person's progress in an organization?
9. What interests you about our product or service? How would you improve it?
10. What do you think would be your greatest contribution to our operation?
11. How do you solve problems?
12. When can you start to work?
13. Can you travel overnight?