

Potential Interview Questions

Overall Job Performance

1. How do you typically handle yourself in a fast-paced environment?
2. How would you describe your work pace: fast, moderate, slow, or if it varies and under what circumstances?
3. What are your strengths? Why?
4. What are your weaknesses? Why?
5. How do you handle a heavy workload with many deadlines?
6. In all jobs there are heavy periods and light periods. What do you do in such cases?
7. You are given several rush projects to be completed in a short period of time. How would you establish priorities? Why?
8. How would you describe your organizational abilities?
9. How would you describe your attendance and punctuality habits? How would you describe your work habits? How would you describe your own performance standards?

Initiative/Creativity/Innovation

1. What ideas did you contribute to your department? What were the results?
2. Give an example of something you recommended that was adopted.
3. What have you done to make your job easier or more interesting?
4. Give an example of a project you were responsible for starting. What did you do? How did it work out?
5. How much information do you need to get started on a new project or assignment?
6. When have you had to produce results, without sufficient guidelines or information? What did you do?
7. What is the most creative thing you have done in a past job? How did it occur?
8. In the last year, what innovative ideas have you had at work? Were you able to implement them? How were they innovative?

Management Attitude/Style

1. How would you describe your management philosophy and style?
2. Have you ever had to initiate corrective action for an employee? If so, what steps did you take to implement this action?
3. In what ways might you want to modify your approach to dealing with subordinates?
4. Some managers keep a very close check on their organization. Others use a loose rein. What patterns do you follow? How has it changed during the last few years?

5. How would you describe your standards of performance? What would your staff say? What would your supervisor say?
6. How would you deal with an employee who was not doing his or her job properly?
7. What philosophy and techniques do you use in motivating your staff and energizing them?
8. How would you deal with an employee who does not appear to measure up to increasing demands of a job?
9. How do you think your staff would describe your delegation style?
10. How do you get your employees (or others) to follow you?
11. How do you use your power or authority to achieve your goals?
12. Give an example of how you delegated responsibility for a recent assignment; for instance, how you delegated an assignment, and what you did to monitor it?

Organization, Attention to Detail and Time Usage

1. How do you feel a meeting should be organized to be most effective?
2. Do you like to juggle a lot of activities at the same time or do one at a time?
3. How do you keep track of your own paperwork, schedule, etc.? Explain.
4. How do you decide what you should work on next?
5. How do you monitor tasks that require your attention?
6. Please discuss the following as they relate to your personal work habits: organization, attention to detail and time usage.
7. How do you rate yourself on a proofreading or correcting another person's work? How would your supervisor rate you?

Interpersonal Communication Skills

1. What sorts of things do you feel are important for an employee to share with a manager? And vice versa?
2. What kind of performance feedback do you feel is important for an employee to receive?
3. How do you persuade others to get what you want?
4. What role do you usually take in a group meeting or discussion? What are the advantages of that?
5. What does the "open door" policy mean to you? Do you think it works?

Conflict

1. What should a manager do to minimize conflict at work? How much should he/she get involved in solving it?
2. How would you confront someone at work? Should it become necessary?
3. When (customers, vendors, co-workers, etc.) get angry with you, how do you usually react? How do you solve the problem?
4. What is the best way to handle problems and complaints that arise on the job?

Cooperation

1. How do you get cooperation from co-workers, vendors, suppliers, customers, etc?
2. What problems do you feel are appropriate to bring to your manager?
3. Would you rather work on a team or on your own?
4. What do you require from a boss?

Employee Relations (from a team leader or supervisor's perspective)

1. How do you go about developing the people you manage?
2. How do you help your employees become committed to a job or to the organization?
3. How do you deal with an "attitude" problem?
4. How often do you think it is necessary to meet with your employees?
5. How have you handled "complainers?"
6. How do you deal with an employee who needs to be disciplined? Explain your strategy.
7. What sort of employee training do you think is necessary to offer?
8. How would you handle a personnel situation, which might have a potential legal impact?
9. How do you develop trust and loyalty in your employee?