

@Company Name Sample Interview Questions

The following categories of questions will provide a variety of questions to choose from when planning an interview. Each category is important to the selection process.

Cultural Fit & Values

Cultural fit interview questions are used to identify candidates whose core values and working preferences match with @CompanyName. Having team members who share values and believe in @CompanyName's mission and vision are more likely to achieve goals and be more productive. Look for responses and a demeanor that shows optimism, honesty, listening and a desire to expand responsibility versus climbing the ladder).

- What is an ideal company culture for you? What is the atmosphere you enjoy the most?
- Tell me how you have developed your skills and knowledge to grow your career?
- Describe a situation where your colleagues disagreed with your ideas. What did you do?
- Do you prefer working alone or as part of a team? Please explain your answer.
- If you were looking for a team member to complement your skills and strength, what kind of skills or experience would that person have?
- Describe how you have collaborated with a team to ensure quality and consistency. What was your role on the team?
- What do you do when somebody you are depending on drops the ball? Are you direct or diplomatic?
- From time to time there may be slack periods in a job. Tell me how you handle slack times you have experienced.
- Tell me about the last time you had a really good idea and had to persuade either your manager or someone else to accept it (what was the idea, how did you present, what was the outcome?).
- Name three things that you like the most about our company.
- Describe a challenging situation you have faced recently at work, and how you tackled it.
- All jobs have parts that are less exciting than others. Tell me which parts of your last job were least interesting to you.
- What are you passionate about in your professional pursuits?
- What does your ideal workday look like?
- What are, in your opinion, the key ingredients in maintaining successful business relationships.
- Everyone makes mistakes. When you do have a mistake what type of error is it? In general, what do you feel accounts for most of the mistakes people make?
- What motivates you to work?
- When you make a decision, do you rely more on your own judgment, or do you get others involved?
- What do you see as the value of getting input from others?
- Among the people you've worked with, who do you admire and why?
- Everyone has their way of getting things done. Tell me how you prepared for working through your last project or assignment.
- What do you like to do when you're not working?

On the Job Behavior Patterns

Behavioral questions are used to predict a candidate's future job performance.

- For the last few companies you've been at, tell me why you left and then why you chose the next company you decided to join.
- Tell me about a time you had to deal with a difficult client or coworker. How did you handle that situation?
- Give me an example of a time when you did not meet your supervisor's expectation. What happened and how did you react?
- What are you good at but never want to do again?
- Tell me about a time when you were faced with extremely tight deadlines. How did you handle that?
- Tell me about a time that you came up with a new and innovative way to do your work or help your team.
- How did you prepare for this interview?
- Give me an example of a time when you showed initiative and took the lead.
- Give me an example of a major mistake you made. How did that happen? How did you proceed with it? What did you learn?
- Have you ever had a subordinate whose work was usually insufficient? How did you handle that situation? What happened? What was the outcome?
- Can you describe a situation where you would have done something differently? How would that have affected the outcome?
- Give me an example of a situation when you had to work on multiple projects simultaneously. How did you prioritize?
- Tell me about your greatest work achievement thus far. How did you accomplish it?

Critical Thinking

Use critical thinking questions to help select candidates who think critically and can use an autonomous mindset to seek innovative ways to improve business processes.

- How quickly do you make decisions? Do you prefer thinking things through carefully before deciding?
- What was the most difficult decision you had to make at work? What was it about? What was the outcome?
- Give me an example of a situation when your colleague presented you a new idea that was odd or unusual. What did you do?
- Give me an example of a time you discovered that your boss made a mistake. What did you do? What was the outcome? Please describe a situation in which you had to make a critical choice based on incomplete data. How did you do it?

Assessing Technical Competencies

Technical interview questions for evaluating job competencies.

- How many years of experience do you have in [specific programming language]?
- What are your technical certifications?
- Do you have experience using [X] software in any of your previous jobs?
- How do you stay up to date with the latest technological trends?
- What online resources do you use to help you do your job?
- Tell me about the biggest IT challenge you have faced in your career so far? How did you handle it?
- What are you looking for in your next position?

Problem Solving

Problem solving interview questions are one of the most popular sets of interview questions for many different positions.

- What was the most stressful situation you faced at work? How did you handle it?
- Describe a situation at work when you were faced with a problem you could not solve. What did you do?
- Are you the type of person who will try to solve the problem on your own before asking for help? Can you give an example?
- Describe a time when you used a creative solution to tackle some job-related problem?
- How do you cope when you face a challenge you've never previously experienced?
- Give us an example of a situation when you realized that you won't be able to meet the set deadline. What did you do?
- How do you build a troubleshooting process?
- In your opinion, what makes you a great problem solver?
- What do you do in a situation when you cannot seem to find the right solution to a problem?
- When you are faced with an urgent problem, how do you react? Are you the type of person who jumps right into solving problem, or do you first carefully assess the situation? Do you ask for inputs?

Sales Experience

Questions suitable for candidates in sales roles.

- Tell me about your favorite and your most challenging sales circumstance. What happened and what was the result?
- What is your sales style? What do you emphasize to be the most effective in working with customers or prospects? What personal characteristics do you rely upon?
- How did you prepare for your last sales call?
- What types of customers do you enjoy working with, repeat or new prospects?
- When you don't get the sale, do you find yourself bouncing back quickly or are you hard on yourself?
- How did you prepare for your last negotiation? How did you use your manager or teammates in the negotiation? How do you determine a win in a negotiation?
- What motivates you?
- What do you do when faced with resistance? Do you tend to push, or do you tend to compromise? How has your sales style changed? How has it improved?
- Tell me about a sales experience that did not go well. Why did that happen? What would you do differently, looking back at it now?
- What is the highest level you call on within your customer base?
- Anyone who has been involved in customer service work finds themselves in a situation with an irate customer. Can you describe a situation where a customer or an individual was angry with you for some reason? (Please describe – what was the problem; how did you know the person was upset; was the problem resolved, and if so, how; were there any strengths you drew upon to resolve the issue?)
- Tell me about the most difficult time you faced in closing with the customer (how did you get the customer to take the product; did the customer take repeat orders; how did you decide on the tactic you used?)
- Think back to a time you were most successful in establishing new clients (how many new clients did you come up with and what did you do that was particularly useful?)
- Sales representatives often have to explain a difficult concept to a customer. Think of a time where you had to get a complex concept across (what was the concept; how did you make it understandable; how did you know the customer grasped the idea; what was the result?)

Manager Roles

Review the candidate's experience in managing team, giving feedback, handling performance issues and prioritizing workloads.

- Part of a manager's job is to discuss performance with their direct reports. Tell me about a recent time when you had to discuss performance deficiencies. How did you handle that conversation and what was the outcome.
- What steps do you take to develop relationships with employees who are in different locations
- How would you describe your management style?
- What is the biggest accomplishment you've had as a manager?
- How many employees have you managed in prior roles; what type of jobs did they hold and were they located in one area or spread out?
- Tell me about a time you had to make a difficult decision as a manager and how you expressed yourself.
- Have you had to release an employee? What were the circumstances and how did you handle that?
- How do you ensure you are hiring a diverse team?
- Tell me about a time one of your team members made a mistake. How did you handle that?
- How do you ensure tasks are prioritized for your team? Tell me how you manager stress levels within your team when there are many deadlines to meet?
- What would be your process in grooming a team member to take on a manager role?
- What methods do you take to reward employees who are performing well?
- How many people have you promoted and what process do you take to justify a promotion?
- Do you consider yourself a hands-on or -off manager?
- How do you motivate your team?
- Walk me how you deliver constructive criticism (example of what required the feedback and how it was handled).
- What would your employees say about you if they were asked?
- How do you define success as a manager?