



# PossibilitiesUnlimited

## **INTRODUCTORY QUESTIONS**

What five adjectives describe you best?  
Why should I consider you for this position?  
Why are you the best candidate for this position?  
Tell me about the one thing in your life you're proudest of.  
You've changed jobs frequently. What makes you think that this position will be different?  
What qualities do you think are necessary to make a success of this job?  
Describe your ideal job. ?  
How did you find out about this job  
What do you know about the job?  
What do you know about this department?  
Is there anything that will prevent you from getting to work on time?  
Is there anything that will prevent you from working the job's regular hours?  
What kinds of work interest you the most?  
What interests you most about this position?  
What was your favourite job? Why?  
Why have you decided to leave your last job?  
What does "failure" mean to you?

## **PERSONAL MOTIVATION**

How do you feel about your present workload?  
What motivates you to do your best work?  
How can we best help you get your job done?  
Tell me about a time you went "out on a limb" to g  
What are the disadvantages of this line of work?  
What do you find most frustrating at work?  
How do you define doing a good job?  
What makes a job enjoyable for you?  
Tell me about a work task you enjoy.

## **TEAM LEADER, SUPERVISORY & MANAGEMENT ROLE**

You have supervised people in the past. What were their titles?  
How do you motivate people?  
Have you ever fired anyone? What were the circumstances?  
Have you ever hired anyone? Why did you choose them?  
What do you do when you're having trouble with another member of staff?  
How did you communicate bad news to your staff?  
What makes someone a good supervisor?  
Who reports to you? What are their job functions?  
What programs have you put in place?  
How do you plan your day?  
Describe your management style.  
How do you measure success as a supervisor?  
How do you decide who needs what training?  
How do you measure success in training?  
If you are hired, what will you do in your first 30 days?  
Describe one change you made in your last job that was very beneficial.





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Describe a time when you and your supervisor disagreed with you and how you reacted.  
Describe a change you made in your job that you feel is innovative.  
How do you handle unpopular managers?  
How do you proceed when you need to make a decision and no policy exists?  
How would you define "leadership"?  
Describe a time when you were able to influence an outcome.  
How do you plan an interview?

### **TEAM WORKING**

How do you operate in a team?  
What qualities can you not abide in others?  
What is your idea of team working?  
How do you present ideas to others?  
What do you do to create a good team-working environment?  
If you had to choose, would you prefer autonomous or team working?  
How would you deal with a disagreement with other members of the team?  
What is the most challenging thing about working in a team?

### **PRESENTATIONS AND PUBLIC SPEAKING**

What advice would you give to a colleague who had a presentation to give?  
What do you think makes a good presenter?  
How do you overcome nerves around presenting?  
How do you feel about presenting?  
What do you feel is the best way to convey information?

### **GENERAL PAST JOB PERFORMANCE/EXPERIENCE**

Tell me about your last position and what you did.  
Tell me about the last time you made a mistake and how you corrected it.  
If you don't leave your current job, what will happen there?  
Of all the work you have done, where have you been most successful?  
I see you were unemployed for a period of time. Tell me about it.  
Give me an example of when you've demonstrated your customer service skills.  
How do you define continuous improvement?  
What is the last new procedure you integrated?  
What makes you stand out among your peers?  
What have you done to reduce your department's operational costs or to save time?  
What would your current supervisors say makes you most valuable to the team.  
If I asked your boss to evaluate your performance, what would he say?  
Have you held positions similar to this one? If so, tell me about them.  
What is the most important thing you learned at a previous job?  
What did/do you enjoy most/least about your last job?  
If there were two things you could have changed, what would they be?  
How did your job change while you held it?  
Describe your supervisor's management style.  
What kinds of people do you deal with on the job?  
What qualifications do you have?  
What have you learned from previous jobs?





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Describe a typical day at work.  
How have your previous positions prepared you for this job?  
What parts of your job do you consider most important?  
What job tasks do you feel most successful doing?  
What special skills or knowledge have you gained?  
Describe an important project you worked on.  
What sort of person do you enjoy working for?  
Define excellent customer service  
You have a lot of experience. Why would you want this job?  
What do you consider your greatest strength?  
What is your most significant profess  
What was the last job related book you read?  
You've stayed with the same organization for years. Why?

### **SOFTWARE/TECHNICAL QUESTIONS**

What types of office equipment have you used?  
What would you say are the major technical skills needed for this position?  
Describe the types of documents you deal with on a daily basis.  
What software programs do you use most often in your role.  
Describe in detail your experience with computer software programs.  
Tell me about the spreadsheets you have created.  
Give me an example of a technical problem you had to solve. How did you implement the solution?

### **GOALS**

What are your 5-year goals?  
Tell me what "success" means to you?  
Do you consider yourself successful?  
Do you set goals for yourself, and if so, how do you go about achieving them?

