

## SAMPLE INTERVIEW QUESTIONS

### Common Interview Questions

1. Tell me about yourself.
2. What do you know about our company/organization, and why do you want to work here?
3. Why did you apply for this position?
4. Why should I hire you?
5. Why did you select UT Dallas and your major?
6. Discuss your favorite class.
7. Discuss your most challenging course.
8. What are your career goals?
9. Where do you see yourself in 5 years?
10. What motivates you to succeed?
11. What are your strengths and weaknesses?
12. If you were to hire someone for this opportunity, what qualities would you look for?
13. Describe your ideal work/office environment.
14. What do you look for in a supervisor?
15. Do you value money or experience?
16. On a scale of 1-10, how proficient are you with MS Office products?
17. Do you have plans to continue your education or attend graduate school?
18. How do you know that our organization is the right place for you?
19. Are you open to travel and/or relocation?
20. What are your minimum salary expectations for this position?

### Behavior-Based Interview Questions

1. A fellow employee told you what his/her salary is and wants to know yours. How would you react and what would you do? (situational)
2. Describe a conflict with an employee and how you handled it.
3. Describe a complex problem you solved.
4. Describe a work situation in which you were not proud of your performance. What did you learn from this?
5. Describe an important goal you set and tell me how you reached it.
6. Describe how you have been able to apply something you learned from your degree program to a real-life or work-related situation.
7. Describe a (recent) project in which you failed? What did you learn?
8. Describe a (recent) situation in which you asked for advice/help? Did you use the advice?
9. Describe a (recent) situation in which it took you several tries or approaches before you were able to figure out what was going on.
10. Describe a (recent) situation in which you had to quickly establish your credibility and gain the confidence of others. What did you do?
11. Describe a (recent) situation when you didn't know who you needed to speak with in an organization to get something done. What did you do?
12. Describe a (recent) situation when you were able to identify a conflict between two individuals and were instrumental in the solution to that conflict.
13. Describe a (recent) situation when you worked in a team environment.

14. Describe a (recent) situation in your last job that you did not handle as well as you might have.
15. Describe a (recent) situation that you just couldn't handle.
16. Describe a (recent) situation when miscommunication created a problem on the job.
17. Describe a (recent) situation when you were confronted by a difficult problem and how you solved it.
18. Describe a time when you had to take on something very new or different and you had little or no guidance and support in doing so. How did you handle it?
19. Describe a time when you organized a project where your directions were vague?
20. Describe a time when you simplified or clarified a situation by putting your finger on the key issue?
21. Describe a time when you went above and beyond the call of duty.
22. Describe a time when you accomplished a challenging goal.
23. Describe how you work under pressure. Do you anticipate problems effectively or react to them?
24. Describe how you would handle rude, difficult, or impatient people.
25. Describe a project that has required accuracy and attention to detail.
26. Describe a situation where you have been under pressure and handled it well.
27. Do you feel you can ask for help?
28. Do you feel you can assist others in their jobs?
29. Explain how you overcame a difficult situation.
30. Given a situation when you disagree with your supervisor, how would you deal with it?
31. Has competition had any positive or negative impact on your achievements? How?
32. How do you complete a boring job?
33. Have you prepared and communicated ideas in a formal setting?
34. Tell me about a particularly difficult or awkward conversation you needed to have with someone?
35. Tell me about a significant failure in your life.
36. What role do you take in a group situation? Please give examples.
37. Your supervisor left an assignment in your "inbox" then left town for a week; now you can't reach him and don't understand the assignment. What would you do?
38. Your supervisor tells you to do something in a way you know is ineffective; what would you do?
39. You've been with your current employer for a very short time. Is this an indication that you'll be moving a lot throughout your career?
40. You've changed jobs quite frequently; what assurances do we have that you'll stay with us?
41. When were you required to complete a task and you lacked all the necessary information?
42. When have you felt the most successful?
43. Describe a situation when you were the group leader, and your ideas were different from the team's.
44. Provide an example when you had to make a quick decision.
45. Tell me about a time you effectively delegated tasks within a project.

### **Critical Thinking & Other Challenging Interview Questions**

1. Determine the number of baseballs utilized during a Major League Baseball season.
2. How much would you charge to wash all the windows in downtown Dallas?
3. You have eight balls, one of which is heavier than the others. All the balls appear identical. You have a balance-type scale, and you can perform trials on the balls. What is the minimum number of trials required to determine the heaviest ball?
4. Design an emergency evacuation plan for New York City.
5. How many balls would you fit into this room?

6. Finish this sentence: Successful managers are the ones who....
7. Are you applying for other positions?
8. How would your enemy describe you?
9. What kind of zoo animal are you?
10. Describe your ideal job.
11. Who is your hero and why?

### **Interview Questions to Ask a Prospective Employer**

1. Why is this position open? Is this a new position? Was the previous job-holder promoted?
2. How often has this position been filled in the past five to ten years?
3. What has been the primary reason for people leaving?
4. Would you describe the duties of the job please? Or: what is your perception of my daily duties?
5. What are some of the objectives that you would like accomplished in this job?
6. What would you like done differently by the next person who fills this position?
7. What is the biggest challenge for someone new coming into this role?
8. What are the most critical and time consuming aspects of the role?
9. What would this person need to do in order to be declared a “successful hire?”
10. Is there anything unusually demanding about the position that I should know?
11. What is most pressing for your team?
12. What are the key deliverables you would like achieved in the first 30/60/90 days?
13. What are some of the longer-term objectives that you would like to see completed?
14. What do you consider the ideal experience for this job? What characteristics do you most like to find in people working on this assignment? Can you describe the ideal candidate for this job?
15. Could you please describe your management style?
16. In what ways has this organization been most successful in terms of products and services over the years?
17. What significant changes do you see in the near future?
18. What do you like best about working here?
19. How is one judged? What accounts for success?
20. Might this company be sold or acquired?
21. What are the primary results you would like to see this person produce in the near and long term?
22. How do you typically communicate with your team (one on one, email, phone, regular meetings, impromptu meetings, heavy detail, big picture guidance, etc.)?
23. Once you have delegated to your team member, how do you monitor their progress?
24. What kind of support does this position receive in terms of people, finance, etc.?
25. What freedom would I have in determining my work objectives, deadlines, and methods of measurement?
26. Could you show me where and how this position fits into your organization?
27. What are the career path options once someone is successful in this role? What is the expected timeframe for one to be in the role before being considered for their next step?
28. What are the average hours during the regular time period and busy periods? How much can be done remotely?
29. I noticed on your LinkedIn profile you’ve been with [the company] for [x] years—
  - a. What about the company gets you excited to come to work every day?
  - b. How has the internship program changed over the years?
30. What qualities really make a person successful here?
31. What additional questions do you have for me?
32. What are the next steps, and when will I hear back?
33. May I have your business card so I may follow up?