

Interviewing Basics

Sample Questions Used by Employers

The following questions are frequently used by interviewers to obtain the information they need. Use these to practice for your interview. Open-ended questions such as “How would you describe yourself?” and “Why should I hire you?” are opportunities to give the employer information about your skills and accomplishments.

How would you describe yourself?

What are your career plans? Long-range? Short-range?

Why do you want to work for our organization?

What do you know about our company?

What type of position interests you most?

What two or three things are most important to you in your job?

What qualifications do you possess that you feel will make you successful in your career?

Why did you choose your particular major and/or minor?

Do you have plans for continued study?

What have you enjoyed most about your past jobs? Least?

What have you learned from your mistakes?

Where do you see yourself five (or 10) years from now?

Are you willing to relocate? Travel?

What kind of work environment do you prefer?

What two or three accomplishments have given you the most satisfaction? Why?

What do you consider to be your strengths? Weaknesses?

What extracurricular or outside activities have you pursued while in college?

What did you learn from them?

How would you deal with a conflict between yourself and someone in another office (agency, division) with whom you had to work closely?

Why should I hire you?

How do you spend your leisure time - your hobbies and outside interests?

How do you deal with stress?

How good are your writing skills?

Describe your experience working with . . .

What would you do if (a hypothetical situation that might occur on the job)?