

CATALOGUE OF INTERVIEW QUESTIONS

Background Questions:

- Talk us through your background and experience.
- Why are you looking to leave your current employer?
- Question relating to elaborating any points raised on your CV.
- Questions clarifying your academics and subjects studied.
- Your interests outside of work.
- What is the most significant contribution you made to your previous employer?
- What are your greatest skills?
- If I asked you to identify an area where you needed to improve, what would that be?

Personality Type:

- How would you describe yourself?
- Some people consider themselves to be 'big picture people' and others are detail oriented. Which are you? Give an example that illustrates your preference.
- Tell me about a time when you failed to meet a deadline. What things did you fail to do? What were the repercussions? What did you learn?
- Give an example of when you took a risk to achieve a goal. What was the outcome?

Motivation:

- Tell me what you know about our company? What attracts you to the company?
- Please describe the ideal components of your perfect position?
- What specific goals have you set for yourself that you are still to achieve?
- What motivates you to give your best?
- What do you think it takes to be successful in this career?
- How do you determine or evaluate success?
- What has been your greatest professional accomplishment?
- What are the most important rewards you expect to gain from your career?
- Tell me about the salary range you're seeking.
- Which is more important to you, what you will gain from the experience, or your salary?
- How would you define professional 'success'?
- How have you previously demonstrated your initiative and willingness to work?
- What are the two most important things in your job?
- Give two examples of things you have done that demonstrate your strong work ethic.
- Describe a time when you know your performance was below average. What did you do about it?
- Give me an example of when you were able to meet the personal and professional demands in your life yet still maintained a healthy balance.

Interpersonal Skills:

- How would you describe yourself in terms of your ability to work as a member of a team?
- Some people work best as part of a group, others prefer the role of individual contributor. How would you describe yourself?
- Tell about a time when you built rapport quickly with someone under difficult conditions.
- Give me a specific example of something you did that helped to build enthusiasm in others.
- By providing examples, convince me that you can adapt to a wide variety of people, situations and environments.
- Give me an example of a time when you were able to successfully motivate an under-performing colleague.
- Describe a situation where you found yourself dealing with someone who didn't like you. How did you handle it?

Organisational / Time Management Skills:

- Tell me about a time when you failed to meet a deadline. What things did you fail to do? What were the repercussions? What did you learn?
- Tell me about a time when you had to go above and beyond the call of duty in order to get a job done.
- How do you prioritise your workload? Give examples.
- Describe a situation that required a number of things to be done at the same time. How did you handle the situation? What was the result?
- When given an important assignment, how do you approach it?

Handling of Conflict:

- How would you evaluate your ability to deal with conflict?
- By giving a specific example, describe how you have dealt with a difficult client or colleague.

Handling of Pressure Situations:

- Tell me about a major problem you recently handled. Were you successful in resolving it?
- Can you describe a recent high-pressure situation you had to deal with?
- Tell me about a difficult situation where you need to maintain a positive attitude. What did you do?

Handling of Stress:

- Describe a time when you were faced with problems or stresses that tested your coping skills. What happened to cause the stress? How did you deal with it? How did the situation resolve?

Dealing with Managers:

- Have you ever had difficulty with a supervisor? How did you resolve the conflict?
- Describe the characteristics of your ideal manager that brings out the best in you?
- How do you like to be managed?
- How regularly do you require feedback from your manager?

Problem Solving:

- Describe a specific problem you solved for your employer. How did you approach the problem? What role did others play? What was the outcome?
- Sometimes it's easy to get in 'over your head'. Describe a situation where you had to request help or assistance on a project or matter.
- What was the toughest professional challenge you have ever faced?

Handling Difficult Situations:

- Describe a situation that, in hindsight, you think you could have handled better.
- Recall a time from your work experience when your manager or supervisor was unavailable and a problem arose. What was the nature of the problem? How did you handle that situation? How did that make you feel?
- Recall a situation in which communications were poor and you only received half of the instructions required to complete a task. How did you handle it?
- Describe a situation in which you have had to adjust quickly to changes over which you had no control. What was the impact of the change on you?
- What is the biggest mistake you've made? Describe how you handled the situation.
- Tell me about a time when you had to make a decision, but didn't have all the information you needed.
- Tell of the most difficult client experience that you have ever had to handle? What was the outcome?
- Give an example of when you had to work with someone who was difficult to get along with. In what way was this person difficult? How did you handle that person?
- Recall a time when you were assigned what you considered to be a complex project. Specifically, what steps did you take to prepare for and finish the project? Were you happy with the outcome? What one step would you have done differently if given the chance?
- Give me a specific occasion in which you conformed to a situation with which you did not agree.

Leadership Skills and Potential:

- Describe what you have accomplished toward reaching a recent goal for yourself.
- What short-term goals and objectives have you established for yourself?
- Can you describe your long-range goals and objectives?

- Where do you see your career in five years? Ten years?
- What qualities or attributes do you feel will most contribute to your career success?
- What skills have you acquired from your previous work experience that you believe will be an asset to this role/company?
- How would you describe your leadership skills?
- Describe an idea that was implemented successfully, primarily because of your input.
- What was the most complex task/project you have undertaken? What was your role?

Marketing & Networking Skills:

- What, in your opinion, are the key ingredients in building and maintaining successful business relationships?
- Describe what networking events you have attended in the past six months?
- Are there any relationships you formed that managed to bring in new business to your previous employer?

Influencing Skills:

- Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way?
- Give me an example of a time you had to persuade other people to take action. Were you successful?
- Describe a time when you had to use your communication skills to get an important point across.
- Describe a situation in which you had to arrive at a compromise or guide others to a compromise

Decision Making:

- Give me an example of a time you had to make an important decision. How did you make the decision? How does it affect you today?
- Give an example of a time in which you had to be relatively quick in coming to a decision.
- Give me a specific example of a time when you used good judgment and logic in solving a problem.

Public Speaking / Advocacy:

- What has been your experience in giving presentations?
- Describe the most significant presentation that you have had to complete.

Working with / Managing Team Members (if relevant):

- In a supervisory or group leader role, have you ever had to discipline or counsel an employee or group member? What was the nature of the discipline? What steps did you take? How did that make you feel? How did you prepare yourself?

Financial:

Professional:

- Can you provide an indication of what monthly financial budget you were set?
- How was your performance against budget?
- During quieter times, what steps have you initiated to improve your performance against budget?
- What steps have you put in place to ensure the timely and accurate recording of your time to files?

Support:

- Describe what steps you have undertaken to assist your operators with maintaining complete time recording records?
- Can you describe what billing or reporting you have been involved with or taken responsibility for?