



COMMON INTERVIEW QUESTIONS

- Tell me about yourself.
- Why should we hire you?
- Why are you leaving your current job?
- Why do you want this job?
- Please tell us how your experience has specifically prepared you to be successful in this position.
- What do you consider your professional strengths? Professional weaknesses?
- Describe the single most important accomplishment that you have achieved or been a part of within the past year. How would you describe the involvement of others in this accomplishment?
- Please tell us about the most difficult challenge you faced trying to work cooperatively with someone who did not share the same ideas. What was your role in achieving the work objective?
- Describe a situation when you had to communicate a message to someone, knowing that you were right and that they were wrong and reluctant to accept your point of view.
- What are the top three things you like about your current/former role, and three things that you dislike?
- Give us a description of a time when you had to deal with a difficult customer (internal or external). How did you handle it, and what was the outcome?
- Tell us about a time when there were objections/differences of opinion to your ideas. What did you do to convince the parties involved of your ideas, or how did you reach a compromise?
- What is the toughest group that you have had to get cooperation from? Describe how you handled it. What was the outcome?
- Tell us about your biggest failure. How did you recover and what have you learned from that incident?
- What is the biggest risk that you have taken? How did you handle the process and how did you go about making your decision?
- If there were one area you've always wanted to improve upon, what would that be and why?

QUESTIONS TO ASK INTERVIEWER

1. Which items would you expect to see handled and behind you three months from now, after this new person starts — such that you'd be deliriously happy you hired him or her?
2. Who (by description, not names) are the internal and external clients of the person in this role, and what are each of those groups of clients looking to receive from this person?
3. What are the most important milestones or yardsticks by which you evaluate a person's performance in this job?
4. What part of the job, from your perspective, will require the longest or most complicated learning curve? How will your new hire get the learning s/he needs to come up that curve — by trying things, by interviewing other employees, or in another way?
5. Can you tell me about the composition of the team that you manage, and how this job description we're discussing fits into the rest of the department?
6. What are your department's goals for 2019? Where did those goals come from — did you devise them yourself, or in collaboration with your team, or did they come from higher up in the organization or emerge another way?
7. Who is your boss, and what is his or her job all about? How does your role fit into his or hers? How does your boss's job intersect with the topmost goals of the organization?
8. What constitutes a workday here? I'm sure there is a boundless supply of work to keep everyone busy 24/7/365, so how do you decide when to go home? What are the norms around working on the weekend and in the evenings, answering email and voice mail messages after hours, and so on?
9. What major events or trends going on in the organization or in the recent past shape your plans, and what major events or themes do you envision coming to the fore over the next 12 months?
10. How did you get to your current role — what's your career story?
11. Can you tell me your stance and the company's stance, if it has one, on social media, using LinkedIn, having a presence on Twitter, and so on? What are the cultural norms around using social media here?
12. What is the typical career path for a person in this role, after doing a tremendous job in this position? Is there a history of folks moving from this role into other jobs in the organization? I would love to hear some of those stories.

13. What is the history of this job? Was there someone in the role, and if so, what happened to create a vacancy now? If it is a new role, what is the story behind the emergence of this position? Did you have internal applicants for the job?

I ask because if I should be offered this job and accept, I would be very sensitive to internal currents that might be associated with a person who already works here having interviewed for the job without receiving an offer.

14. How do you and your team communicate? Do you have a regular staff meeting and if so, what is the format for that meeting? How do you like to check in with your team members — through face-to-face one-on-one meetings, or in another way? How do you track your team members' progress against milestones? How do you prefer for your team members to communicate with you — via email, or face to face or in another way?