

November 2, 2006

Dear Business Managers:

I thought it may be beneficial to have a sampling of interview questions for future reference. The first set of questions comes from the Quintessential Careers' website listing of "Traditional Employment Interview Questions". The website address for Quintessential Careers is: www.quintcareers.com/interview_questions.html.

Here are some questions Quintessential Careers recommends:

1. How would you describe yourself?
2. Why did you leave your last job?
3. Why did you choose this career?
4. How well do you work with people? Do you prefer working alone or in teams?
5. How would you evaluate your ability to deal with conflict?
6. Describe the best job you've ever had.
7. What are the most important rewards you expect in your career?
8. What do you see yourself doing five years from now? Ten years from now?
9. How do you plan to achieve your career goals?
10. Can you explain this gap in your employment history?
11. Have you ever been fired or forced to resign?
12. Do you consider yourself a leader?
13. What two or three accomplishments have given you the most satisfaction? Why?
14. How well do you adapt to new situations?
15. In what kind of work environment are you most comfortable?

16. What do you consider to be your greatest strengths and weaknesses?
17. How do you work under pressure?
18. What's one of the hardest decisions you've ever had to make?
19. Describe the workload in your current (or most recent) job.
20. In what ways do you think you can make a contribution to our company/organization?

Here are a few questions I've found useful and thought were worth sharing:

1. What four or five words would describe you best?
2. Please give an example of a customer service situation that you felt you handled well. Please give an example that you could have handled better.
3. Please tell me about your career decisions you've made; which were good decisions and which were bad decisions? What did you learn as a result of those decisions?
4. Describe a detailed project that you handled from start to finish.
5. What would your current (or most recent) boss tell me about your work performance?
6. What would your employee/s tell me about your management style?
7. Why are you a good fit for our organization?
8. What motivates you to come to work every day?
9. Describe a problem at work that you solved satisfactorily. How do you approach and resolve problems?
10. How do you keep "up-to-date" and prepared to do your best work?

I hope these questions come in handy in your future hiring endeavors. Please remember to share the "good" interview

questions you've heard during your career! Happy
Interviewing! If you have any questions or concerns regarding
interviewing, please don't hesitate to call me on 410-547-5338.

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