Listed below are questions recruiters ask most frequently and questions which are appropriate and inappropriate for students to ask during the interview. Reviewing these questions well in advance of your interview will help you to prepare and feel more comfortable and confident in your interviewing skills.

**QUESTIONS MOST FREQUENTLY ASKED AT INTERVIEWS**

**Your Qualifications:**

1. Tell me about yourself?
2. What is your greatest strength/major weakness?
3. In what areas are you working to improve?
4. What motivates you?
5. How did you organize your time in school/work/play?
6. Give me an example of a problem you solved and the process you used?
7. What types of situations put you under pressure, and how do you deal with pressure?
8. What is your most significant accomplishment to date?
9. What has been your greatest challenge?
10. Give me a situation in which you failed, and how you handled it? What did you learn from the experience?
11. Describe a leadership role you have held and why you committed your time to it.
12. If I asked the people who know you well to describe you, what three words would they use?
13. Do you prefer to work by yourself or with others?
14. What are some of the pros and cons of working on a team project?
15. We are looking at a lot of great candidates; why are you the best person for this position?
16. In addition to your educational and professional experiences, what else would you like us to know about you in order to make an appropriate decision?

**Your Work Experience:**

1. What projects were accomplished during your past work experience?
2. Can you tell me about your toughest job assignment?
3. What work experiences have been most valuable to you and why?
4. What qualities do you find important in a coworker?
5. Describe a situation where you had to work with someone who was difficult, how did you handle it?
6. Describe the type of manager you prefer.
7. How would your former supervisor describe you?
8. What did you like most/least about your last job?
9. Why did you leave your last job?
10. What are your team-player qualities. Give an example of how you have used these qualities.

**Your Career Interests:**

1. If you could create the perfect job for yourself, what would you be doing?
2. What do you see as your greatest challenge when starting a new career?
3. Why are you interested in this industry/profession/occupation?
4. What goals have you set for yourself? How are you planning to achieve them?
5. What would you like to be doing five years from now?
6. What starting salary do you expect for this position?
7. When comparing one company offer to another, what factors will be important to you besides starting salary?

**Your Education:**

1. How do you think your education has prepared you for this position?
2. Why did you choose this major/field of study?
3. What was the most difficult aspect of obtaining a college degree?
4. Of the courses you have had in college, which courses have you enjoyed the most? Least?
5. Describe how your favorite course has contributed to your career interests?
6. What is your GPA? How do you feel about it? Does it reflect your abilities?
7. How have your educational and work experience prepared you for this position?
8. Do you plan to further your education? (or) Why did you decide to pursue an advanced degree?

**The Job/Company:**

1. Tell me what you know about our company.
2. What can you contribute to this company?
3. Why are you interested in our organization?
4. What interests you about this job?
5. Will you relocate? Do you have a geographical preference?
6. Are you willing to travel if needed to perform this job?
7. Are you seeking employment with a particular type/size of company? Why?

Your Activities/Hobbies:

1. What have you learned from being involved in activities/community service/organizations, etc.?
2. Please describe your most rewarding college experience.
3. I see on your resume, you held the office of ______ in the XYZ Club, why did you run for this office?
4. What hobbies and interests are your favorites and why?

APPROPRIATE QUESTIONS TO ASK

Typically, the interviewer will offer you the opportunity to ask questions. You should always have 5 - 7 sincere questions prepared. If time permits, you may be able to ask more questions. WARNING: Be careful not to ask questions that could be answered by researching the company, or questions that were answered during the interview!

1. In reviewing your company information, I was very impressed with ______. Can you tell me more about that?
2. What would be my duties initially? How will these change over time?
3. How would I be trained or introduced to this job?
4. How much autonomy will I have in doing my job?
5. Will I have the opportunity to work in other areas/divisions of the company?
6. Will I be traveling to other sites/locations?
7. Can you tell me how my performance will be evaluated?
8. Describe the type of person who does well in this company?
9. Can someone in this job be promoted? If so, to what position?
10. What are the expectations of the supervisor?
11. Is this a newly created or vacated position? (If vacated) Why did the previous person in this position leave?
12. How is this job important to the company; how does it contribute?
13. What are the department's goals for the year?
14. How many people work in your department?
15. What challenges do you foresee facing this department?
16. How would you describe the management style of the company as a whole?
17. Has the company had a layoff/downsized in the past three years?
18. What major markets does this company (or the parent company) compete in?
19. When will you be making a decision to fill this position? How will I be notified if I have been selected?

INAPPROPRIATE QUESTIONS TO ASK

1. What would be my starting salary? (Money is not an appropriate topic for discussion during a preliminary interview. However, if the interviewer initiates the subject, then be prepared to discuss salary expectations.)
2. What type of benefits? (vacation time, medical coverage, sick leave, etc.) do you offer? (You should be concentrating on learning about the company and the position, not getting time off. Benefits may be described in recruiting literature. If not, the subject will be raised at subsequent interviews).
3. Well, I can't think of anything right now. What do other people ask? (This weak response reveals lack of preparation, immaturity, and poor listening skills.)

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