

Typical Interview Questions

1. Tell me about yourself.
2. Of what accomplishments are you the proudest?
3. What are your special abilities?
4. What major strength do you have?
5. What is your management style?
6. Why should you be hired over someone with equally good qualifications?
7. Why do you feel qualified for this job?
8. What would your references say about you?
9. What would your most recent supervisor say about you?
10. During your career, which position did you like best?
11. Describe how you have solved problems on your past job.
12. How do you organize and plan for major projects?
13. What is your major weakness?
14. Describe the biggest crisis in your life.
15. What weakness would your most recent supervisor say you should work on?
16. What type of co-worker annoys you?
17. Are you dealing with any personal issues that will interfere with your work?
18. Why have you changed jobs so frequently?
19. Why have you held so many different kinds of jobs?
20. Describe the qualities of the worst supervisor you have ever had.
21. What is the most difficult situation you have ever faced?
22. In retrospect, how could you have improved your progress on your last job?
23. Have you ever been asked to resign? Ever been fired?
24. Are you able to accept criticism without becoming upset or defensive?
25. Where do you see yourself in five years?
26. What Salary are you seeking?

Questions to Ask Potential Employers

1. Why did you choose to work here? What keeps you here?
2. What's your favorite part about working here?
3. What will be the first item the person you hire must attend to?
4. What do you think is the most important part of this job?
5. What are the day to day responsibilities of this job?
6. Who will be my immediate supervisor?
7. Is there potential of advancement?
8. What is the next step?

Illegal Interview Question

1. Are you a U. S. Citizen? Where were you or your parents born?

Legal: Are you authorized to work in the United States?

2. How old are you? When is your birthday?

Legal: Are you over 18 years of age? Again, this question is considered legal if it relates to the job.

3. What's your marital status? Who do you live with? Do you plan to have a family? How many kids do you have? Do you have childcare arrangements?
4. Do you have any disabilities? Have you had any recent or past illnesses or operations? If so, please list the dates of these operations?
5. Have you ever been arrested?

Legal: Have you ever been convicted of a crime? The crime in question should be related to the performance of the job in question.