

## 10 QUESTIONS OFTEN ASKED BY INTERVIEWERS

To be prepared for an interview it is helpful to have an understanding of the questions you may be asked and to have prepared answers for them. As you read the questions below, think about how they relate to your career and then answer them. You may want to say your answers out loud while looking in a mirror to see how you look and sound. You might even record your answers into a tape recorder and then play it back and see what it sounds like. Practice your answers until you feel confident.

1. **Which supervisors have you found easiest to work with and which have been most difficult?**  
*This is to judge your adaptability.*
2. **What did you like best and least about your previous job?**  
*Checking your administration and management skills.*
3. **Have you ever had to get a point across to different types of people? Give me an example and tell me what approach did you take?**  
*Finding out about your communication skills.*
4. **Describe a work-related problem you had to face recently. What did you do to deal with it?**  
*Testing your decision making skills.*
5. **Give me an example of a time you did more than what was required in your job.**  
*Examining your initiative and motivation.*
6. **Give me an example of a time you found it necessary to make an exception to the rules in order to get something done.**  
*Looking at issues of integrity and decision making.*
7. **What was the best decision you ever made? What were the alternatives? How did you go about making it?**  
*Checking your judgment.*
8. **Tell me about a time you had to gain the cooperation of a group over which you had little or no authority. What did you do? How effective were you?**  
*Evaluating your potential for leadership and your leadership style.*
9. **Have you ever had trouble learning a new method or procedure? How did you deal with that situation?**  
*Investigating your learning ability.*
10. **Tell me about a problem you have had that would affect more than one department. How did you try to solve it?**  
*Looking at your organizational cooperation and team player style.*

Courtesy of Terri Levine

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