

INTERVIEW QUESTIONS TO THINK ABOUT Questions Often Asked By Employers		Questions Often Asked By Applicants	
1.	Tell me about yourself.	1.	What are the strengths of the organization or department?
2.	What are your short-range and long-range career goals, and how are you preparing to achieve them?	2.	What are the career opportunities for someone entering this position?
3.	Why did you choose this career?	3.	What kind of orientation and training is available to new employees?
4.	What do you consider to be your greatest strengths? Weaknesses?	4.	How large is the company/college? How large is this particular department/major?
5.	How would you describe yourself? How would a friend or professor describe you?	5.	To whom would I be reporting and what kind of communication channels are there?
6.	How has your college experience prepared you for your career?	6.	What are the long-range plans for this organization?
7.	Why should I hire you?	7.	How long was my predecessor in this position? Why did he/she leave?
8.	How do you determine or evaluate success?	8.	How will I be evaluated? How often?
9.	In what ways do you think you can make a contribution to our company?	9.	Is there an opportunity to transfer from one division to another?
10.	Describe the relationship that should exist between a supervisor and those reporting to him/her.	10.	What are the prospects for promotion in the future? What are some of the qualities or accomplishments you would consider important for promotion?
11.	Describe your most rewarding high school/college experience.	11.	What is the management philosophy of this organization? What is the general philosophy?
12.	If you were hiring for this position, what qualities would you look for?	12.	In what areas of the organization do you expect growth?
13.	What led you to choose your field or major?	13.	Is continuing education encouraged? Is tuition reimbursement offered?
14.	What have you learned from participation in extracurricular activities?	14.	Can you tell me about the history of this position, and changes anticipated?
15.	How do you work under pressure?	15.	What are your expectations of the person in this position?
16.	Describe the ideal job/college.	16.	Is overtime the norm in this office?
17.	Why did you decide to seek a position with this organization and what do you know about us?	17.	What kind of support staff is available? What is the ratio of support staff to professionals, and how is work distributed?
18.	What major problems have you encountered and how did you deal with it?	18.	Generally, what percentage of time will be devoted to each of my responsibilities?
19.	What criteria are you using to evaluate the company/college for which you hope to work/attend?	19.	Do you work with daily, weekly, monthly, or annual deadlines?
20.	What salary do you want?	20.	Does the organization have a process for sharing creative ideas?