

## Mock Interview Questions

Answer each of the following questions in a written essay format. This will be a good way to be sure you are prepared for almost any question an interviewer could ask. It may take time, but the alternative is floundering in an interview for a job you really want. Take the time to be prepared! By the way, several of these have “standard” expected answers which can be found with a little research. Consult the book these questions are taken from: *Knock'em Dead With Great Answers to Tough Interview Questions* by Martin John Yate. Its published by Bob Adams, Inc. of Holbrook, MA, 1990.

- Tell me about yourself.
- Tell me about your background, accomplishments.
- What are your strengths? Weaknesses?
- How would you describe your most recent job performance?
- What interests you about our company?
- How do you stay professionally current?
- What outside activities are most significant to your personal development?
- What do you know about our company?
- Why are you looking to change positions?
- Where do you see yourself in five years?
- What are the best and worst things your boss would say about you?
- Name five adjectives that would best describe you?
- What are your concerns in your current situation and what would you improve?
- Have you changed or improved the nature of your job?
- Why should we hire you?
- What can you do for us that someone else can't?
- Why did you choose this particular vocation?
- What contributions to profits have you made in your present or former positions?
- What do you think determines a person's progress in a good company?
- Tell me about the time that you were most successful in dealing with a difficult client?
- Give me an example of a time when you had to get something accomplished with someone Who is a bit more difficult to get along with.
- What are some situations in which your work was criticized?
- What do you think of your boss?
- How long would it take to make a meaningful contribution to our company?
- Why haven't you found a new position before now?
- Why were you laid off?
- Why should we hire you? Are you interested in this job?
- What kind of experience do you have for this job?
- What are the broad responsibilities of this position as you see it?
- Would you feel comfortable in your ability to meet the requirements of the job description?
- What did you like or dislike about your last job?
- What have you learned from jobs you have held?
- How do you feel about your progress to date?
- Have you done the best work you are capable of doing?
- How long would you stay with the company?
- What are your qualifications?
- What are your biggest accomplishments?
- How do you organize and plan for major projects?
- What is your style of leadership?
- Tell me how you have moved up in various organizations?
- Can you work under pressure?
- What are your outstanding qualities?
- What interests you about this job?
- What are you looking for in your next job?

- Describe a difficult problem you've had to deal with?
- What would your references say?
- Can we check your references?
- What type of decisions did you make in your last job?
- What was the last book you read? How did it affect you?
- How do you handle tension or conflict?
- How long have you been looking for another position?
- Have you ever been asked to resign or dismissed from a job for a reason that seemed unjustified?
- In your last job what were some of the things you spent most of your time on and why?
- In what ways has your job prepared you to take on greater responsibility?
- How does this job compare with others you have applied for?
- Do you have any questions?
- What are some of the things that bother you?
- What have you done that shows initiative?
- What are some of the things about which you and your supervisor disagreed?
- What are some of the things that your supervisor did that you disliked?
- How did your boss get the best out of you?
- How interested are you in sports?
- Do you prefer working with others or alone?
- Explain your role as a group/team member?
- How would you define a conducive work atmosphere?
- Do you make your opinions known when you disagree with the views of your supervisor?
- Do you consider yourself a natural leader or a born follower?
- Why do you feel you are a better worker than your coworkers?
- You have a doctor's appointment arranged for noon. You've waited two weeks to get in. An urgent meeting is scheduled for the last moment, though. What do you do?
- How do you manage to interview while still employed?
- Define cooperation.
- What difficulties do you have tolerating people with different backgrounds and interests from yours?
- You have been given a project that requires you to interact with different levels of people within the company? How do you do this? What levels are you most comfortable with?
- How would you begin a day at work?
- What is your plan of attack when given a new and challenging assignment?
- How have you benefited from your disappointments?
- What do you do when you have a decision to make and no set procedure exists?
- What kinds of decisions are most difficult for you?
- What do you feel is a satisfactory attendance record?
- What types of tasks do you find difficult and how do you handle this?
- What kind of people do you like to work with?
- What types of people frustrate you?
- How did you get your summer jobs?
- What types of things did you learn in school that could be applied to this job?
- Do you like routine tasks or do you enjoy variety and change?
- Can you tell me about your initiative and willingness to work?
- Can you take instructions without feeling upset or hurt?
- How would you rate your writing ability? Do you tend to be more creative or practical?