

## Interviewing Questions

### Education

What were your most favorite and least favorite subjects in college? Why?  
What types of extracurricular activities did you participate in? Why did you select those activities?  
If you had the opportunity to attend school all over again, what, if anything, would you do differently? Why?  
How did you spend the summers during college?  
Did you have any part-time jobs? Which of your part-time jobs did you find most interesting? What did you find most difficult about working and attending college at the same time? What advice would you give to someone who wanted to work and attend college at the same time?  
What accomplishment were you most proud of?

### Previous experience

What is your description of the ideal manager? Subordinate? Co-worker?  
What did you like most/least about your 1st job?  
What kind of people do you find it difficult/easy to work with? Why?  
What has been your greatest accomplishment during your career to date?  
Describe a situation at your last job involving pressure. How did you handle it?  
What were some of the duties on your last job that you found to be difficult?  
Of all the jobs you have had, which did you find the most/least rewarding?  
What has been the most frustrating situation you have encountered during your career?  
Why do you want to leave your present job?  
What would you do if...?  
How would you handle...?  
What would you like to avoid in future jobs?  
What do you consider your greatest strength/weakness?  
What are your responsibilities on your present job?  
Tell me about the people you hired on your last job. How did they work out? What about the people you fired?  
What risks did you take in your last job and what was the result of those risks?  
Where do you see yourself in three years?  
What kind of references will your previous employer give?  
What do you do when you have trouble solving a problem?

### Questions that should NOT be asked per equal employment opportunity guidelines

Do you have plans for having children/a family?  
What are your marriage plans?  
What does your husband/wife do?  
What happens if your husband/wife gets transferred or needs to relocate?  
Who will take care of your children while you are at work?  
(Asked of men) How would you feel about working for a woman?

How old are you?  
What is your date of birth?  
How would you feel working for a person younger than you?  
Where were you born?  
Where were your parents born?

Do you have any handicaps?  
As a handicapped person, what help are you going to need in order to do your work?  
How severe is your handicap?

What is your religion?  
What church do you attend?  
Do you hold religious beliefs that would prevent you from working on certain days of the week?

Do you feel that your race/color will be a problem in your performing the job?