

INTERVIEW QUESTIONS

1. Verbal communication skills:

Watch for verbal communication skills throughout each interview and rate them at the end of the first and second interviews.

2. Logical thinking skills, succinctness.

Can you give me a brief overview of your career, kind of the “cliffsnotes” version?

3. Ability to diagnose problems in complex situations:

Tell me about a time in the last year in which you were assigned a project that was difficult to get your arms around, one you felt that was a challenge.

- What was the situation?
- Where other groups or departments involved?
- How did you work through the challenge?
- What was the end result?

4. Relationships/Teamwork

Tell me about a time in the last year in which you were gathering information from a person who was being uncooperative.

- What was the situation?
- Why were they being uncooperative?
- How did you feel?
- How did you get the information you needed?
- What was the result in this situation?

5. Ability to attend to large amounts of detail (may want to ask only one depending on the position):

A. Tell me about the last time when you had to gather large amounts of information to complete a project.

- What was the project?
- How did you organize the details?
- What was the end result?

B. Which of your positions held required the most attention to detail?

- How did it require attention to detail?
- What was your strategy to deal with the detail?
- What was the result?

6. Knowledge of computer software programs (may want to ask both or just one)

- A. Tell us about the last time you learned a new piece of software.
- What did it help you accomplish?
 - How did you learn it?
 - Did you enjoy the experience?
- B. Please tell us about any time that you used a software tool such as Excel, Access, Hyperion etc.
- What did you use it for?
 - Who often do you use it?
 - How deep would you consider your knowledge of the product?
 - Do you think the product is “user friendly” or would you prefer another tool?

7. Ability to manage multiple tasks:

Tell me about the last time you had to "juggle" several different responsibilities?

- What were the responsibilities?
- Did you have any priorities?
- Were there any strategies that helped you cope?

8. Contribution/Value Added

Tell me how you created value, saved money, or improved a process for your current or past employer.

- How did it add value?
- Quantify the impact if possible?
- How did your accomplishment make you feel?
- Were you recognized for the contribution?

9. If written communication skills are important to the success of the job:

Ask for a sample of writing from a professional or educational setting before the second interview.

10. If you could have dinner with anyone two people, past or present, famous or not, who would they be and why? Answers to this question vary widely and may tell you a little about the candidate on a more personal level. You might glean something about their interests, values, their openness, ability to be a quick thinker. It is more of a fun question to ask than anything else.