

INTERVIEW QUESTIONS

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Personal Suitability Questions:

1. What are your long-range professional goals and objectives, and how will you achieve them?
2. Why should we hire you?
3. What do others comment on as your strengths as an employee?

Work Related Questions:

4. Describe a time when you have had to work with others to achieve a goal.
5. Describe a time when you have utilized your organizational skills to achieve a goal.
6. Describe the relationship that should exist between a supervisor and subordinates.
7. What two or three accomplishments have given you the most satisfaction? Why?
8. Give me an example of a time you did not meet a deadline. How did you handle the situation?
9. Recall a time from your work experience when you made a bad decision or mistake. What did you learn from this experience?

Motivation for Position/Organization Questions:

10. Why did you decide to seek a position with this organization?
11. What do you know about our organization?
12. How did you prepare for this interview?
13. Do you have any questions?

Your questions should be relevant to the position and demonstrate your enthusiasm and knowledge. You need to demonstrate to the employer that you are serious about the organization and the position. If a question has been answered during the interview, do not ask it again:

- i. Please describe a typical day on the job?
- ii. What training programs do you have available for your employees?
- iii. Is there a typical career path for a person in this position?
- iv. What are the company's plans for the future?
- v. How soon would I start, if I were offered the job of course?
- vi. What/where are the greatest opportunities for the organization?
- vii. What do you like most about your organization?
- viii. How are employees evaluated and promoted?