



Interview questions

Despite the normal interview process being a two-way conversation, most of the questions will be directed at you, and can include virtually anything that helps the interviewer decide if you are the person best-suited to the role.

SELF-MANAGEMENT AND SELF-MOTIVATION

- Tell me about a time when you acted over and above the expectations of your role
- What have you done that shows initiative and willingness to work?
- Tell me something about yourself
- How do you think a close friend who knows you well would describe you?
- What are the two most significant accomplishments in your career so far?
- What are your three major accomplishments?
- What are your greatest strengths / weaknesses?
- Why do you want to work for us?
- What does 'success' (or failure) mean to you?
- Why did you choose the career for which you are preparing?
- What motivates you to put forth your greatest effort?
- How has your university experience prepared you for a career in this field?
- Tell me about a major problem you have encountered and how you dealt with it?

ADMINISTRATIVE SKILLS

- What are your time management skills like? How do you know?
- How do you typically you organize your work and schedule your time
- Tell me about your experience of managing a budget
- Which computer software packages are you familiar with?

PROBLEM-SOLVING AND DECISION-MAKING

- What's your typical approach to problem-solving?
- Tell me about a difficult (or unpopular) decision that you had to make
- Can you work well to deadlines and under pressure?
- Tell me about a time when you had to make a quick decision. What did you do?
- What impact do you think ... will have on our business?
- Tell me about a situation where you achieved a satisfactory outcome to a problem that others thought couldn't be solved. What did you do and what was the outcome?
- Tell me about a time when you had conflicting priorities and what you did to resolve them.

CONFLICT MANAGEMENT AND ETHICS

- Tell me about a significant crisis you have faced.
- Tell me about a difficult customer or customer complaint you have dealt with.
- How do you resolve conflict in the groups or teams that you have been a member of?
- How would you resolve a dispute?
- Have you ever anticipated a difficult situation before it arose?
- What would you do if your colleagues were complaining to you about the organisation?



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PERSONAL AND CAREER OBJECTIVES

- What are your short and long-term career goals?
- How are you going about achieving these goals?
- What are the most important things you are seeking in a career?
- Describe your ideal job.
- What salary are you looking for?
- What person do you most admire and why?

KNOWLEDGE OF THE ORGANISATION AND THE ROLE

- Why did you apply for this position?
- How would you measure your success or failure in this job?
- What skills and personal qualities are essential for success in this role?
- What do you believe you can contribute to this organization?
- What do you know about our industry / organisation?
- Why should I hire you?
- In what kind of a work environment are you most productive?
- Which three of the competencies required for this position would you prioritise?
- What sort of manager gets the best out of you?
- Describe the relationship that ideally exists between a supervisor and her staff

EXPERIENCE

- Tell me about the best job you've ever had
- What did you enjoy most or least about your last job?
- What relevant work experiences have you had?
- What kind of office equipment/technical equipment have you used?
- Have you ever been the leader of a team? What did you like and dislike about the role?
- If you were hiring a graduate for this position, what qualities would you look for?
- What led you to choose your field or major study?
- What have you learned from participation in extra-curricular activities?

COMPETENCE AND ACHIEVEMENT

- What two or three accomplishments have given you the most satisfaction? Why?
- Describe a time when you led or motivated others?
- Tell us about a time when you had more to do than you could complete in the time allocated: tell us what you did about it and what the outcome was.



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RESILIENCE

- How do you typically react to criticism? Can you accept criticism for poor work?
- Describe a time you failed. What did you learn from this?
- What if I told you that you'd work very hard, but recognition of your contributions would be nil?
- How long would you expect to remain with this organization?
- What salary are you expecting?
- How would you describe your work style?
- How would you describe your personality?

For other relevant information on behavioural interviewing and interview preparation, refer to the handouts on these topics, or refer to the Career and Employment Service: <http://careers.massey.ac.nz>

