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## Sample Interview Questions

1. Describe a time on any job in which you were faced with **stresses which tested you**. What did you do?
2. Tell me a time in which you had **to not finish a task** because of a lack of information. How did you handle it?
3. Give an example of a time in which you had **to be relatively quick in coming to a decision**.
4. Relate a time in which you had **to use your verbal communication skills** in order to get an important point across.
5. Describe a job experience in which you had **to speak up** to be sure that other people knew what you thought or felt.
6. Can you tell me a time in which you felt you were able **to build motivation** in your co-workers or subordinates?
7. Give me an example of a specific occasion in which you had **to conform to a policy** with which you did not agree.
8. Describe a situation in which you felt it necessary **to be very attentive and vigilant** to your environment.
9. Provide an example of a time in which you had **to use your fact-finding skills** to gain information to solve a problem.
10. Give me a time in which you had **to set an important goal** in the past and tell me about your success in reaching it.
11. Describe **the most significant piece of writing** which you have had to complete.
12. Tell me an example of a time when you had **to go above and beyond the call of duty** in order to get a job done.
13. Can you tell me a time when you were able **to effectively "read" another person** and guide your actions by your understanding of their individual needs or values?
14. What did you do in your last job in order **to be effective with your organization and planning**? Be specific.
15. Describe **the most creative work-related project** which you have carried out.
16. Tell me a time you felt it was necessary **to change your actions** to respond to the needs of another person.
17. Give me a specific example of a time when you used **good judgment and logic in solving a problem**.
18. Tell me a time when you had **to carefully analyze a situation** in order to be effective in guiding your actions.
19. What did you do in your last job **to contribute toward a teamwork environment**? Be specific.
20. Give me an example on any job in which you **faced a problem** and tell me how you went about solving it.
21. Describe a situation in which you were able **to positively influence the actions of others** in a desired direction.
22. When **working on a team**, what role do you usually take? Why?
23. Tell me of a time when you had **to take initiative to develop an innovative project** to achieve better results.
24. Give me two examples of when you **did more than was required** in any job experience.
25. By providing an example, how did you handle a time where **others on your team were negative**..



## Sample Interview Questions (Continued)

26. Everyone has to **bend or break rules** sometimes. Recall an example of when you had to do this.
27. Describe the process you went through **to make one or two of the most important decisions** of your professional life.
28. Have you ever been the latitude **to make a decision for your boss**? If so under what circumstances?
29. What process do you use **to establish priorities**? Be specific.
30. Describe an experience in which you had **to pull together resources** which are not under your control.
31. Give me a time when one of your **suggestions was put into practice** by your supervisor.
32. Tell me a time when you had **to implement change** in your area of responsibility. What did you do to get it started?
33. What ways have you found **to make your job easier or more rewarding**?
34. Give an example when you **persuaded management to do something** they were first reluctant to do.
35. Provide an example of how you **resolved a conflict with you and another person** when you disagreed with each other.
36. Describe in any job experience how you **developed rapport with your peers and your supervisor**.
37. Tell me about a time when you have had **to utilize a system to inform** your supervisor and teammates.
38. Give some examples of **ways you minimize stress** in your life.
39. By providing an example, tell me when you have had **to handle a variety of assignments**. Describe the results.
40. Describe the most creative way you have **solved a customer's problem**.
41. Tell me about **an accomplishment that you are very proud of** and why it means so much to you.
42. Provide me with an example of a time when you had **to teach someone a new skill or procedure**.
43. Describe a job experience when you **successfully communicated with someone that did not personally like you**.
44. Tell me about a time when your **supervisor was not satisfied with the quality of your work**. What did you do?
45. Describe **a typical day**. How do you decide what to work on and what goals to accomplish?
46. Give me an example of a time when your **schedule was interrupted by unforeseen circumstances**. How did you handle it?
47. Describe for me a situation when you **failed to meet a deadline**. What things did you fail to do? What did you learn?
48. Tell me a time when you were on a team and **one of your teammates was not pulling his/her weight**. How did you handle it?
49. By providing an example, tell me of a situation where you had **to use your ability to negotiate**.
50. Describe for me a job experience when you had **to serve as the leader** in order to accomplish a goal.