

200 Dynamite Interview Questions
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Use these questions as they are written or customize them to be specific to your job and your industry. Stay away from questions that inquire about age, marital status, health, and other protected classifications. My hope is that these sample questions will help you hire the right people for your organization.

Fact-based Questions:

1. Describe the essential functions of the job and ask: "Are you able to perform the essential functions of this job?"
2. Based upon these essential functions, what aspects of the job do you think you will be most effective?
3. What aspects do you think you will need additional training or development on?
4. Why are you looking for a new job?
5. Why did you apply for this position?
6. What about this position attracted you?
7. Why did you leave the your previous job?
8. Why have you been out of work since (date)?
9. Why have you had so many jobs?
10. Why do you have this gap in employment?
11. What skills and abilities do you bring to this job?
12. What problems did you have with the job?
13. What parts of the job did you perform the best?
14. What parts of your performance need improvement?
15. How did you get along with your boss?
16. How did you get along with your co-workers?
17. Were you ever disciplined? If yes, describe what happened.
18. Were you ever spoken to or disciplined for attendance or tardiness?
19. Will you come to work every day you are supposed to?
20. How much time-off do you think a person should take every year?
21. How many times in the last year did you "call-in"?
22. Do you have a way to get to work everyday?
23. The hours are __ to __ . Will you be able to work these hours?
24. The job requires you to work overtime, Saturday, Sunday, etc. Will you be able to work these days?
25. What makes you happy?
26. What makes you angry?
27. What are your goals?
28. What do you enjoy in life?
29. Why did you choose _____ college?
30. Why did you choose _____ degree?
31. Why did you choose _____ field?
32. What software have you worked with?
33. Have you ever worked with _____ (software / tool / etc.)?
34. If yes, how would you rate your skills in this _____ ?
35. How did you go about learning it?
36. Have you had any formal training in _____ ?
37. How many employees have you supervised?
38. How long have you been in a supervisory role?
39. Have you ever been involved in a team?
40. What role did you have in the team?
41. What training have you had on working in a team?
42. Do you work better in a group or on your own?
43. How would you rate your overall communication skills?
44. What tools do you use to communicate to your boss?
45. What tools do you use to communicate to your co-workers?
46. How would you rate your writing skills?

47. How do you prioritize your work?
48. What tools do you use to organize your work?
49. Were you ever terminated from a job? Why?
50. Where you ever asked to resign from a job? Why?
51. What makes you better than anyone else we interviewed?
52. Are you able to relocate?
53. Where do you see yourself within the organization?
54. What level of authority do you have with your present position?
55. How long do you expect to stay with this company?
56. Why should we hire you?
57. What kind of pay do you earn?
58. How much money do you want to earn?
59. What kind of benefits are you looking for?
60. Who do you see as responsible for your professional development?
61. Who is responsible for the development of your job?
62. Do you seek advice from others?
63. What kind of advice do you seek?
64. Are you a good listener?
65. Why do you think so?
66. What would make you a better listener?
67. What makes you a good listener?
68. Did you know what your co-workers earned?
69. How did you find out what they made?
70. Is there anything else you want to tell me on your behalf?

Behavioral Based Questions:

71. Tell me about yourself.
72. Tell me about the responsibilities of your present and / or previous position(s).
73. Tell me what you like about your present job.
74. What do you like about your job?
75. What do you dislike about your job?
76. What makes you good at your job?
77. What do you want to gain from this job?
78. What is important to you in a company?
79. What management style are you the most effective working under?
80. What do you enjoy about working?
81. What do you enjoy about working with the public / customers/?
82. What do you find frustrating about dealing with the public / customers?
83. What do you find frustrating about working with others?
84. What tools do you use to effectively communicate?
85. What motivates you?
86. How do you measure your success?
87. How do you measure the success of those you work with?
88. What aspects of your personality are you proud of?
89. What aspects of your personality tends to get you in trouble?
90. When you find yourself in "trouble," how do you handle it?
91. How do you deal with stress?
92. How do you deal with deadlines?
93. How do you view this position?
94. How would you go about learning this job?
95. Describe the best boss you ever had.
96. Why was he/she was so good?
97. Describe the worst boss.
98. Why was he/she was so bad?
99. What have you learned from other jobs that you will bring to this job?
100. What makes you feel good about the work you do?
101. When you start a job, what type of feedback do you expect from your supervisor?
102. What have you done professionally that you would have done differently if you had the opportunity to change?
103. What have you learned in your career that has given you the greatest advantage?
104. What kind of decisions do you find difficult to make?

105. What would your co-workers say about you?
106. Describe to me your personality.
107. How would your friends describe your personality?
108. How would your boss describe your personality?
109. What have you done to improve yourself?
110. Under what circumstances do you think the ends justify the means?
111. How do you differentiate between working relationships and personal relationships?
112. How do you deal with a customer that acts or speaks with you in an inappropriate manner?
113. How do you deal with demanding individuals?
114. How do you develop relationships with your staff?
115. How do you deal with a co-worker that is rude and unhelpful towards you?
116. What would you consider unethical behaviors?
117. How long will it take you to make a contribution to the company?
118. What factors do you take into consideration when making a decision?
119. What kind of decisions do you find difficult to make?
120. What was the most difficult decision you ever had to make? How did you come to that decision?
121. What kind of decisions do you find easier to make?
122. Who is someone who has had influence on your life? What was that influence?

Scenario Questions:

123. If you could create the perfect job, what would it look like?
124. Tell me about a time when you were criticized for your work. How did you handle the criticism?
125. Describe to me a situation where you were in charge of a project.
126. How did you organize the work for this project?
127. What went wrong with the project and how did you resolve it?
128. What went right with the project?
129. Describe a situation where you had to persuade or change the mind of someone in authority.
130. How did you or would you go about persuading a person?
131. What would you do if you failed to persuade this person?
132. How would you handle a situation where you were asked to do something you did not agree with?
133. How would you handle a situation where you were asked to do something you felt was unethical?
134. How do you handle a situation where a co-worker is doing something you think is unethical?
135. What would you do if you saw a co-worker putting a computer in his/her car?
136. What steps do you take to go about solving a problem?
137. Describe a situation where an employee or co-worker did something that resulted in a problem that you had to resolve?
138. How did you interact with that employee or co-worker?
139. Describe a situation where you lost your temper. What was the result?
140. What would you do if you made a mistake and this caused some major problems or costs for your client or customer?
141. How would you handle a situation where you were the only one in the office, you had a major project to complete, but the phone kept ringing and you were unable to work on the project?
142. How would you handle a situation where a co-worker was not pulling his "fair share" of the work?
143. What would you do if your car broke down and you couldn't get work?
144. How would you react if you were given a written warning?
145. What if you felt the written warning was unjust?
146. What would you do if you were disciplined for attendance or tardiness?
147. If you could do anything in the world, what would you do? Why?
148. What process do you go through to make a decision?
149. Describe to me a time when you made the wrong decision, what did you learn from that situation?
150. Give me a situation where you had two major projects due at the same time. How did you get them both done?
151. Describe a situation where you had to work under pressure, how did you handle the job?
152. Describe how you would handle a situation where you were confronted by a co-worker with an issue you were not prepared for?
153. Describe a situation where you were put-on-the-spot. How did you handle it?
154. How would you go about influencing a person to agree with your point-of-view?
155. How would you handle a person who is "yelling" at you?
156. How do you deal with a person who is rude and sarcastic and unwilling to listen?
157. How would you go about giving a person bad news?

158. Describe a situation where you knew you were doing something “wrong” but decided it was better to ask forgiveness than permission.
159. Describe your management style.
160. Have you ever been in a situation where someone else was promoted rather than you? How did you handle this situation?
161. What would you do if you found out a co-worker was earning more money than you, even though you may have had more experience?
162. If you were assigned to be team leader for a major project, how would you begin the project?
163. How would you distribute the workload?
164. If you had an employee or team member that was having performance problems, how would you go about dealing with him or her?
165. How would you deal with a confrontational employee?
166. What would you do if an employee or team member came to you with complaints about a co-worker?
167. What would you do if you made a mistake?
168. What if that mistake cost the company a substantial amount of money, what would you do?
169. Describe a situation where you disagreed with your boss. How did you handle it?
170. What would you do if you found out your boss was doing something you felt was unethical?
171. What would you do if you were asked by your boss to “cover” for him/her?
172. What would you do if a co-worker asked you to “cover” for him/her?

Questions for Sales Positions:

173. How do you go about getting leads?
174. When do you start your day?
175. What percent of your salary is commission?
176. What was your total income last year?
177. How many cold calls do you make in a day?
178. How do you feel about cold calls?
179. How do you organize your day?
180. Describe to me what paperwork you must complete and how often must it be completed?
181. Have you ever been spoken to about failure to complete paperwork or the quality of the paperwork?
182. What part of your job includes Customer Service?
183. How do you see your role in the service of the customer?
184. What percentage of your sales is repeat business?
185. How do you go about solving a problem with a customer?
186. What would you do if someone within your company caused you to lose an account?
187. Give me an example of how you would approach a prospect.
188. What do you do to prepare for a call?
189. How do you know that the prospect is worth pursuing?
190. What were your sales last year?
191. How did they compare with other sales personnel?
192. How much time do you spend on overnight travel?
193. What is your territory?
194. What percent of your customers were established prior to you taking over the territory?
195. How did you go about developing relationships with established customers?
196. Did you lose any established customers after you took over the territory? Why?
197. What do you see as the most important job of the sales person?
198. Why are you good at sales?
199. Why did you decide to go into sales?

The last question:

200. What questions do you have for me?

Remember to prepare your questions in advance and take good notes of the responses. You can always ask follow-up questions based upon the applicant’s response. The interview is the primary means of making hiring decisions. When you use these techniques, it will help you better assess the applicants and allow you to make the best hiring decisions.