



## Interview Questions

As you prepare to interview, use this guide to develop questions to learn more about the potential candidates. Keep in mind that interview questions must be focused on job-related areas only, without any reference to race, sex, age, religion, national origin, marital status, sexual orientation or apparent or perceived mental or physical disabilities. They must focus on the applicant's ability to do the job.

### Types of Interview Questions

Question Type	Definition	Example
Closed	Require only a "yes" or "no" response or specific data. To learn more after asking a closed question, ask a question that starts with why, how, what or when.	Did you manage projects in your previous role?
Open-Ended	Requires development of an answer that provides detailed information.  Open-ended questions lend themselves to developing follow-ups because the interviewee is telling a story with several components, each of which can lead to more questions to get even more information.	What is your most significant accomplishment?
Behavioral	Type of open-ended question that allows the applicant to provide more concrete evidence of past behaviors.  Reveals what an applicant actually did, thought, decided, created, led, negotiated, etc., in prior jobs. You can then use their response to predict how they may handle a similar situation in the future.	Tell me about a time when you had to work under a short timeline to complete a project.
Hypothetical	Type of open-ended question that tests applicant's problem-solving and reasoning skills and whether they can think creatively under pressure. These questions will help you learn about the applicants' values and interpersonal skills.	Ask applicants to come up with a plan by describing a scenario that echoes a real-life situation and listen for how they would handle this situation.



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### Sample Interview Questions

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#### Opening Questions

- Tell me about your favorite job, and what role your supervisor played in making it so unique.
- Tell me about your least favorite job.

#### Achievement-focused Questions

- What makes you stand out amongst your peers?
- What has been your proudest accomplishment?
- What would your current supervisor say makes you most valuable to them?

#### Behavioral Questions

- Tell me about the most difficult assignment you ever had. How did you go about completing it?
- Tell me about a situation in which your supervisor was upset with the way you did something. How did you handle your supervisor?
- Tell me about your last performance appraisal. In which area(s) were you most disappointed?
- Where do you disagree with your supervisor most often? How did you handle the last time they were wrong and you were right?
- Were you ever in a situation where you had too many things to do in the time available? What happened and how did you handle it?
- What was your worst mistake last year, and how did you deal with it?
- How do you work with new/weak members of your group?
- What kind of people do you feel represent a challenge to work with and how do you best deal with them?
- Why do you want to work here?
- What do you know about our organization?

#### Additional questions for management-level applicants:

- Tell me about a particularly difficult employee you were able to turn around and help to become a good, solid worker.
- Tell me about a decision you made on the job that did not work out well. How did you make that decision? What would you have done differently in retrospect?

#### Off-limits Questions

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Do not ask interviewees questions related to any of the following:

- Race
- National origin
- Age
- Birthplace
- Religion
- Sexual orientation
- Disability or perceived disability



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- Marital status