

Fit Interview Questions

These top interview questions will help you to uncover the information you need to determine whether a candidate is the right fit. Follow them consistently and you will find that you speed up the selection process and make it much less painful.

OPENERS

- Of course I have read your resume, but I would like you to tell me about yourself. Give me your two minute bio.
- Why do you want this job?
- When were you most satisfied in a job?
- What did you like least about your last job?
- What will you miss about your present/last job?
- Tell me the difference between good and exceptional.
- What do you like to do?
- What makes you the happiest?
- If you had to choose one, would you consider yourself a big-picture person or a detail-oriented person?

COMPANY & POSITION

- What do you know about our company?
- What would you like to know about our company?
- How would you describe your ideal company to work for?
- What attracted you to our company?
- What would you like to know about this position?
- If you had to convince a friend or colleague to apply for this job, what might you tell them?
- If you were interviewing someone for this position, what traits would you look for?
- What would have to happen in the next year for you to say, "Taking this job was the best thing I ever did!"?

MANAGER & COWORKERS

- What qualities in your co-workers do you appreciate the most?
- What qualities in your co-workers bother you the most?
- Describe the boss who would get the very best work from you.
- What traits do you look for in a manager?
- How would you go about establishing your credibility quickly with this team?
- Who was your favorite manager and why?
- What did you think of your previous boss?
- What makes you the happiest?
- What kind of personality do you work best with and why?
- What are the qualities of a good leader? A bad leader?
- How would you feel about working for someone who knows less than you?
- Are you a team player? How?
- What qualities do you feel a successful manager should have?

EDUCATION & LEARNING

- What's the most important thing you learned in school?
- Why did you choose your major in college?
- How has your education prepared you for your career?
- Tell me about a time in your life when you learned the very most.

STRENGTHS & WEAKNESSES

- When I call your previous employer and references, what will they likely tell me?
- If you had only one word to describe yourself, what would it be?
- How do you take advantage of your strengths?
- How do you compensate for your weaknesses?
- What do other people appreciate about you?
- What about you tends to drive other people crazy?
- What do you think are the most important attributes of successful people?
How do you rate yourself in those areas?
- What are three positive things your last boss would say about you?
- What negative thing would your last boss say about you?
- What three character traits would your friends use to describe you?
- What are three positive character traits you don't have?
- List five words that describe your character.
- Tell me one thing about yourself you wouldn't want me to know.

CONFLICT & RESOLUTION

- If you made an important business decision and a co-worker challenged it, what would you do?
- Describe a crisis you faced at work. What was your role? How did you resolve it?
- Describe a time when you were asked to do something you weren't trained to do. How did you handle it?
- What would you do if management made a decision you didn't agree with?
- How do you handle a difficult customer?
- How do you respond when a customer is really rude to you?
- How do you handle a serious disagreement with a coworker?
- How do you handle a serious disagreement with a manager?
- Tell me about a time when you had to give someone difficult feedback. How did you handle it? What was the outcome?
- What irritates you about other people, and how do you deal with it?
- What was the most difficult period in your life, and how did you deal with it?
- Tell me about a time where you had to deal with conflict on the job. What happened? How did you feel about it?
- If you were at a business lunch and you ordered a rare steak and they brought it to you well done, what would you do?
- How do you feel about taking no for an answer?

GOALS

- What do you see yourself doing within the first 30 days of this job?
- What would you want to be sure to do your first 90 days on the job?
- What is the one accomplishment you're most proud of? Why?
- Where do you see your career 5 years from now?
- How long would it take for you to make a significant contribution here? What would that contribution look like?
- Tell me about your proudest achievement.
- What are your lifelong dreams?
- What do you ultimately want to become?
- What is your personal mission statement?
- What is your greatest achievement outside of work?

RESPONSIBILITIES

- What were the responsibilities of your last position?
- What were your expectations when you began working in your last job?
- Tell me about the last project you headed up. What was its outcome?
- Give me an example of a time you went above and beyond the call of duty?

ETHICS

- What do you do when you think your manager is dead wrong?
- What would you do if you saw your coworker mishandling or lying to a client?
- Have you ever been on a team where someone was not pulling their own weight? How did you handle it?
- Give me an example of a time you did something wrong. How did you handle it?
- If you found out your company was doing something against the law, like fraud, what would you do?
- What's the most difficult decision you've made in the last two years and how did you come to that decision?
- Describe how you would handle a situation if you were required to finish multiple tasks by the end of the day, and there was no conceivable way that you could finish them.
- If I were your supervisor and asked you to do something that you disagreed with, what would you do?

WORK STYLE

- In what kind of environment do you do your best work?
- What would make you love coming to work here every day?
- What would be your ideal working environment?
- What do you look for in terms of office culture?
- Do you prefer it to be more structured or more entrepreneurial?
- How do you alleviate stress?
- What tools or habits do you use to keep organized?
- How would you describe your work style?
- What techniques and tools do you use to keep yourself organized?
- How hard have you been working lately?
- How do you stay current?
- In a team setting, you have the following: players, observers, and leaders. Which one of these best describes you and why?

MONEY & REWARD

- How do you most like to be rewarded? Why?
- What salary are you seeking?
- What is your salary history?
- If I were to give you the salary you requested and let you write your job description for the next year, what would it say?
- What keeps you coming to work besides the paycheck?

MENTORING

- If you were limited to just one person to get advice and help from, which person would you choose? Why?
- Who has been the most influential person in your life up until now? Why?
- Who has impacted you most in your career and how?
- Have you ever impacted someone's life in a powerful way? When?
- If I were your supervisor and asked you to do something that you disagreed with, what would you do?

DEALING WITH FEAR & FAILURE

- When have you failed? Describe what happened and what you learned from it.
- What is your greatest fear about this opportunity?
- What assignment have you been given that was too difficult for you?
- If you get the job, how could you lose money for me?
- What is your greatest failure, and what did you learn from it?
- What is your greatest fear?
- What is your biggest regret and why?
- What's the toughest thing you've had to do professionally?

ON A LIGHTER NOTE

- There's no right or wrong answer, but if you could be anywhere in the world right now, where would you be? Why?
- What's the last book you read? What did you think of it?
- What magazines do you subscribe to?
- What is the best movie you've seen in the last year? Why?
- Who are your heroes? Why?
- What do you do in your spare time?

ON A LIGHTER NOTE continued...

- What is your favorite memory from childhood?
- If you had to live your life over again, what one thing would you change?
- If you could be a superhero, who would you be?
- If you could have dinner with anyone from history, who would it be and why?
- If you won \$10 million in the lottery, what would you do with the money?

CLOSING

- How would you react if I told you your interview has been terrible so far?
- We have lined up several candidates who are qualified for this position. Why should we hire you over other well-qualified candidates?
- Is there any question I haven't asked you that I should?