

Hire Right Hire Smart Sample Interview Questions

1. What specific strengths do you bring to your current job that makes you successful?
2. What is most important to you in a job?
3. Tell me why do you want to leave your current position? OR Tell me why you left your last position/employer?
4. What would your present manager say are your opportunities for growth?
5. What about this position interests you?
6. Tell me about the aspects of your background that you feel make you a match for this position.
7. Why are you interested in working for OHSU? OR (for internal candidates) Why are you interested in working for the _____ Department?
8. Does your current employer know you are seeking other employment opportunities? If yes, can we contact them should you become a finalist for this position?
9. If I were to contact your current/past supervisor, what would they specifically tell me about your work performance?
10. It often takes extra effort to accomplish a task or reach a target. Can you give me a specific example of when you had to exert that extra effort?
11. There are times when it is very easy to become overwhelmed by work demands. Can you give me an example of when you were able to avoid that and the steps you took?
12. Seeing a new way of doing the job can often lead to greater productivity. Give me an example of when you were able to successfully develop such a new approach.
13. Give me a specific example of an interaction that did not result in the outcome you had hoped for. *(Give lots of time for them to think, do not rescue them).*
14. Using the above example, what would you do differently? And why?
15. Give me a specific example of an employee interaction that you are MOST comfortable resolving.
16. Give me a specific example of your attention to detail (or anything else they say is a strength, or is comfortable handling).

17. Give me a specific example of a situation that you felt you were not qualified to handle. What did you do?
18. What are some characteristics of a manager you work most effectively with?
19. Tell me about a time you went beyond the call of duty in order to get the job done.
20. Describe how you have ensured your work is complete and up to date while you are out of the office.
21. Tell me about a time you exercised exceptional listening skills and how that helped solve a problem.
22. Tell me about a time you misunderstood your supervisor's instructions and how you resolved the situation. How have you ensured that this would never happen again?
23. Tell me how you let someone know that you have been listening to them.
24. Describe a time you provided a high level of customer service to a difficult customer.
25. Tell me about a time you had to work with customers from another culture. How did you handle the situation?
26. Tell me about a time you had difficulty communicating with an individual. How did you resolve the situation?
27. Give me an example of your ability to organize and maintain a system of records to facilitate your work.
28. Tell me how you prioritize multiple tasks with simultaneous deadlines.
29. Describe for me your process of tracking progress on long term projects. How have you kept them on deadline?
30. Tell me about your experience working in an environment with many distractions and interruptions.
31. Describe a time you had a problem and had to come up with multiple solutions.
32. Describe a time when you were analytical and thorough in decision making.
33. Knowing that you have personal beliefs about a situation, describe a time you were able to remain objective to solve a problem.

34. Give me an example of a time that your common sense has helped you in a work situation.
35. In your supervisor's absence, tell me about a time you had to make a decision that went against precedent and how the situation turned out. What did you learn? Would you handle a situation differently in the future?
36. Describe a situation where you have acted as a role model for others.
37. Tell me about a time you had to take on a leadership role without much background knowledge of the project.
38. In your last group project, what role did you play?
39. Tell me about a time you had to carry the majority of the work for a team member. How did you handle it?
40. In past situations, how have you handled dividing the work among team members?
41. Tell me about a time you had to work on a team with members of various skill levels.
42. What questions do you have for me?