INTERVIEW LIKE YOU WERE BEING INTERVIEWD FOR A JOB!!

Directions:

1. Choose 20 questions from a minimum of 7 categories.
2. You must choose a variety of questions from a variety of categories, and no two answers may be the same. (DO NOT JUST CHOOSE THE FIRST TEN QUESTIONS!)
3. All questions and answers must be typed using the MLA FORMAT
   MLA FORMAT:
   a. Times New Roman Font
   b. 12 inch Font
   c. Double space
   d. Insert Page number at top right of page
   e. Put your last name in front of the page number
   f. Put your full name top left hand side of paper
   g. Put instructor's name below your name
   h. Put course name below instructor's name (ELA 12B)
   i. Put the date below the instructor's name
   j. Put the title "Interview Questions and Answers" in the center of the page
   k. Put the questions in **bold** and your answers after **NOT** Bold

INTRODUCTORY QUESTIONS

- Why are you the best candidate for this position?
- Tell me about the one thing in your life you're proudest of.
- What qualities do you think are necessary to make a success of this job?
- What kinds of work interest you the most?
- What interests you the most about this positions?

NEW GRADUATE QUESTIONS

- Give me an example of a problem you've had at school and how you solved it.
- What qualifications do you have beyond academics that qualify you to make a successful transition into business?
- What extracurricular activities were you involved in?

PERSONAL MOTIVATION & TRAITS

- How do you define doing a good job?
- What is your greatest strength/weakness or deficiency?
- How can we best help you get your job done?
- Tell me about a time you went "out on a limb" to get the job done.

SOFTWARE/TECHNICAL QUESTIONS

- What software or technology do you have experience with? How would you describe your experience level for that software or technology?
- Give me an example of a technical problem you had to solve. How did you implement the solution?
- Describe in detail your experience with computer software programs.

GOALS

- What does "failure" mean to you?
- Tell me what "success" means to you.
- Do you set goals for yourself and how do you do that?

SUPERVISORY QUESTIONS

- How do you plan your day?
- How do you motivate people?
- Describe a change you made in your job that you feel is innovative or that you are proud of.
- How would you define "leadership"?

JOB PERFORMANCE

- How have you added value to yourself over time?
- What were your most significant accomplishments at your last job?
- What is the biggest failure you've had in your career? Why do you believe it was your biggest failure?

COMMUNICATION

- Do you prefer to speak directly with someone or send a memo/email?
- Tell me about a work or high school situation you had that required excellent communication skills.

FLEXIBILITY

- Give me an example of the last time you went above and beyond the call of duty to get the job done.
- I'm interested in hearing about the last time you took a risk. What was it and in retrospect, was it the right decision?

STRESS

- What is the most difficult work situation you have face?
- What do you do when you have a great deal of work to accomplish in a short period of time?

ORGANIZATION/TIME MANAGEMENT

- What do you do when you're having trouble solving a problem?
- Tell me about a task you started but just couldn't seem to get finished.
- Your supervisor left you an assignment and then left for a week. You can't reach him/her and you don't fully understand the assignment. What would you do?
- How do you organize and plan for major projects?
- Describe a project that required a high amount of energy over an extended period of time.
- Describe your locker at school or your backpack.