



Interview Questions Guide

USE THESE SELECTED POWER QUESTIONS AS A GUIDE TO HELP YOU TARGET SPECIFIC JOB SKILL REQUIREMENTS.

1. What previous work experiences have prepared you for this position? Be specific.
2. Describe for me a typical work day in your present (past) job?
3. Describe a time on any job which you've held in which you were faced with problems or stresses which tested your coping skills. What did you do?
4. In what ways have your past jobs prepared you for greater responsibilities?
5. What suggestions did you make in your last job to cut costs, increase profits, improve morale, increase output (or whatever is appropriate to the situation)?
6. What did you do in your last job to contribute toward a teamwork environment? Be specific.
7. What factors do you believe are more influential in determining a person's chance of advancement?
8. What has been your biggest career accomplishment?
9. Give an example of a time in which you had to be relatively quick in coming to a decision.
10. Describe the most significant written document/report/presentation, which you have had to complete.
11. What might your employees say are your strengths and weaknesses?
12. Why did you select this area of work?
13. Describe a typical work day.
14. What skills can you bring to this position, other than the ones required in the job description?
15. What accomplishments are you most proud of?
16. What would you change about your current job?
17. What are you looking for in your next job?
18. What aspects of your job do you consider the most crucial?
19. What special responsibilities or assignments have been given to you?



20. Tell me about an occasion when you chose, for whatever reason, not to finish a particular task.
21. Have you ever found it necessary to sacrifice personal plans in favor of your professional responsibilities?
22. Are you prepared to perform duties that may not be part of your routine?
23. Tell me about a time when your performance did not live up to your expectations?
24. How would this job help you reach your long-term personal and career goals?
25. How do you define a successful career?
26. Do you ever find it necessary to go beyond the call of duty to get a job done?
27. What have you done to become more effective in your career?
28. How many levels of management do you deal with?
29. How do you get along with people whom you don't like?
30. Describe the toughest situation you have ever faced.
31. How do you prioritize your projects?
32. What was the most complex document you ever produced?
33. How would you plan for a major project?
34. Tell me about a time when, despite careful planning, things got out of hand.
35. How do you establish a working relationship with new people?
36. Describe the best manager you ever had?
37. Describe the worst manager you ever had.
38. Tell me about the kind of rewards that make you feel adequately recognized for your contributions.
39. Why are you leaving your current job?



SALES Questions

40. In what sales venues have you been involved?
41. Describe the sales activities in which you were engaged in your last job.
42. What were your responsibilities from the commencement to the end of the sales cycle?
43. How would you rate yourself as a closer?
44. As a sales rep, what support, either administrative or sales assistance, did you receive?
45. Have you ever been engaged in team sales?
46. How would you describe your abilities as a business developer? As a business maintainer?
47. How were your incentives structured in your last job?
48. Did you have assigned quotas or targets?
49. What, historically, has been your quota/target penetration ratio?
50. How much of your time was devoted to sales vs. other assigned duties?
51. What was the best sales training program you have participated in?
52. Describe the ideal sales job from your perspective.
53. How would your prior sales managers describe your sales capabilities? For business development? For enhancing existing customer business?
54. Describe the best sales incentive plan you have worked under.
55. Describe the ideal sales support you would need to be most effective as a sales rep.
56. What was the worst sales role you have been engaged in?
57. What does customer mean to you?
58. What does servicing the sale mean to you?



Ethical Questions

1. If you saw a coworker doing something dishonest, what would you do?
2. What would you do if someone in management asked you to do something unethical?
3. Tell me about a time that you have experienced a loss for doing what is right.
4. In what business situations do you feel honesty is inappropriate?
5. You have recently been promoted to a manager position. You are aware of another employee who is using the computer in an unethical way. This other employee used to be your co-worker. How would you handle this?