

## 50 Of the Best (and Legal) Interview Questions:

### Do's & Don'ts:

1. Are you able to work with our required schedule? **What you can't ask:** Which religious holidays do you observe?
2. Are you a member of a professional or trade group that is relevant to our industry? **What you can't ask:** Do you belong to a club or social organization?
3. Are you available to work overtime on occasion? Can you travel? **What you can't ask:** Do you have or plan to have children?
4. Tell me how you became interested in the "x" industry. **What you can't ask:** What do your parents do for a living?
5. What do you have to offer our company that other candidates don't? **What you can't ask:** We've always had a man/woman do this job. How do you think you will stack up?
6. Tell me about your previous experience managing teams. (If a management position) **What you can't ask:** How do you feel about supervising men/women?
7. Have you ever been disciplined for your behavior at work? What was it? **What you can't ask:** What do you think of interoffice dating?
8. Are you able to reach items on a shelf that's five feet tall? Are you able to lift boxes weighing up to 'x' pounds? (job relevant) **What you can't ask:** How tall are you? How much do you weigh?
9. How many days of work did you miss last year? **What you can't ask:** How many sick days did you take last year?
10. Are you able to perform the essential functions of this job with or without reasonable accommodations? **What you can't ask:** Have you had any recent or past illnesses or operations?
11. Are you able to perform the specific duties of this position? **What you can't ask:** Do you have any disabilities?
12. Are you able to start work at 8 a.m. on a daily basis? **What you can't ask:** How far is your commute?
13. Tell me how your experience in the military can benefit the company. (if applicable) **What you can't ask:** Were you honorably discharged from the military?
14. Have you ever been convicted of "x" (fraud, theft, sexual assault, etc. – related to the position)? **What you can't ask:** Have you ever been arrested?

### Behavioral –based Questions:

15. Tell me a little about your work background and how you think it relates to our current opening. What you're looking for in a new position?
16. How would you like to be spending your days at work? What functions/duties did you most enjoy at your past jobs? Which duties were your least favorite?
17. Tell me about a time when you went out of your way to give great service to a customer

18. Tell me about your current/most recent job. Why did you choose it? Why did you/do you want to leave?
19. Describe a time when you had to deal with a difficult boss or co-worker. How did you handle the situation?
20. What type of boss do you enjoy working with? Describe the type of boss that would make you the most successful in your work.
21. How can you help us (be more successful/profitable, meet our objectives, attract more customers, etc.)?
22. Tell me about two work accomplishments that were very successful and of which are you the most proud?
23. Describe past coworkers who you admired most. What traits did they possess?
24. Tell me about a time when you failed on the job. How did you fix the problem?
25. What would you like to improve on? What actions are you taking to improve on that?
26. Describe how you would deal with a problem co-worker. Give me an example.
27. Tell me about a time of crisis at work. What was your role in fixing it?
28. What stresses you out at work? What frustrates you? Makes you angry at work?
29. Did you feel appreciated at your past jobs? How were you recognized for your accomplishments? Were you fairly rewarded?
30. What are your three most important work related values? Then, please provide an example of a situation in which you demonstrated each value at work.
31. Please tell me about an instance when you had to deal with an irate customer. What did you do?
32. Describe a time when you were totally honest at work and your honesty hurt you in some way.
33. Describe a time when you had a conflict with your boss and how you handled it?
34. Describe a time when you had to manage a problem employee. Have you fired anyone? (Tell me about that). How do you motivate employees?
35. Tell me about a time when you came across a questionable business practice. How did you handle the situation?

**Situational Questions:**

36. How do you:
  - Make decisions?
  - Organize work?
  - Prioritize work?
37. Suppose your supervisor asked you to get information for him or her that you knew was confidential and he/she should not have access to. What would you do?
38. If you observed a co-worker who made inappropriate sexual or racial remarks to another employee, and it was obvious to you that the situation was creating an uncomfortable environment, what would you do?
39. You have found a co-worker's or client's belongings in the main corridor (communal space). Describe how you would take care of the situation.

40. What if a serious problem arose over which you had no authority and there was no manager available? How could you handle it?
41. How would you handle a situation where you made a decision and a coworker challenged you about it?
42. You're new to an organization. How do you go about learning how that organization works?

**Direct Questions:**

43. Define the phrase 'work ethic' and describe yours.
44. What advantages do you see in working with teams? Working alone?
45. How would you know if you were successful in this job? What would be able to accomplish in the first 3 months?
46. How could someone in this position hurt the company? Lose money for the company?
47. Describe your greatest strengths (i.e., regarding skills or personal characteristics). What about your weaknesses?
48. What types of responsibilities do you like? What kind do you like to avoid?
49. How do you learn best? What type of training is most effective? (i.e.: Watch it be done, have someone watch you do it, do it on your own OR some other way)
50. In what work situations is it appropriate to lie?

**BONUS!!**

51. Tell me what you know about our company.
52. What should a company expect from its employees? What should an employee expect from the company?
53. Tell me about the types of people you like to manage.
54. What qualities in coworkers bother you the most?
55. Use 3 adjectives to describe yourself. What 3 adjectives would your past bosses (or coworkers) use to describe you?
56. What were the critical duties of your past position(s)?
57. What types of duties are the most difficult for you to learn? Why?
58. What motivates you? What makes you want to get up and come to work? What bores you?
59. What elements of this job excite you? What's your greatest fear about this position?
60. Why should we hire you? Is there anything we should know about you that would help us make this decision?