

Interviews Are A 2-Way Street

INTERVIEWER

CANDIDATE

Questions Asked by Interviewers

You will be asked many questions during a job interview. Below is a list of questions that may help you prepare and be more at ease during the interview.

General Interview Questions:

- What are your long-term and short-term goals?
- How would this job or graduate program help you to achieve your career goals?
- What was your easiest, most difficult, and most interesting class? Why?
- Why are you interested in this position, our organization, or this graduate program?
- How do you think a friend or professor who knows you well would describe you?
- What are your strengths, weaknesses, and interests?
- What motivates you to put forth your greatest effort?
- What is your greatest accomplishment?
- What led you to choose your major or field of study?
- How has your school and work experience prepared you for this job or program?
- Do you think your grades are a good indication of your academic achievement?
- What makes you unique? Why should we hire you?

Job Interviews:

- In what ways do you think you can make a contribution to our organization?
- In what work environment are you most comfortable?
- How do you work under pressure?
- In what previous part-time, co-op, or summer jobs have you been most interested? Why?
- What two or three qualities or criteria are most important to you in a prospective job?
- What criteria are you using to evaluate the organization for which you hope to work?

Graduate School Interviews:

- What do you believe your greatest challenge will be if you are accepted into this program?
- What do you plan to specialize in?
- What are your research interests?
- What will you do if you are not accepted into graduate/professional school?
- What skills or abilities are you hoping to gain through this program?
- What are some current trends in your field of study?
- What other schools are you considering?

Questions to Ask Interviewers

The employer will usually provide an opportunity for you to ask questions. Always be prepared to ask questions. Prepare questions, recognizing that some of them will be answered in the literature provided by the employer. If you are having trouble developing questions, you may want to consider the following:

Job Interviews:

- How much opportunity is there to see the end results of my efforts?
- Who will review my performance? How often?
- How much guidance or assistance is made available to individuals in developing career goals?
- Can you describe an ideal employee?
- What are the company's strengths and weaknesses compared to its competition?
- What is the organization's plan for the next five years, and how does this department fit in?
- Could you explain your organizational structure?
- How will my leadership responsibilities and performance be measured? By whom?
- What are the day-to-day responsibilities of this job?
- Could you describe your company's management style and the type of employee who fits well with it?
- What are some of the skills and abilities necessary for someone to succeed in this job?
- What is the company's policy on providing seminars, workshops, and training so employees can keep up their skills or acquire new ones?
- What kind of work can I expect to be doing the first year?

For Graduate School Interviews:

- How long does it typically take to complete the program?
- What makes this program different than others in the same field?
- What have recent alumni done after graduation?
- What qualities do you look for in a successful candidate?
- What financial assistance is offered? How are recipients chosen?
- What opportunities are there to gain hands-on experience during the program?
- What are some research projects current students are pursuing?
- What does the process look like from here? When can I expect to hear back?