EXAMPLES OF PERMISSIBLE INTERVIEW QUESTIONS

What have you done to improve your knowledge and/or skills in the last six months? The last year?

Tell me about a time you had to go above and beyond the call of duty to get a job done.

How do you go about keeping your supervisor informed on the status of your responsibilities?

Have you ever been put on the spot and felt unsure of yourself? How did you respond?

What are your hobbies and interests? What is the extent of your community involvement?

How have you been able to use your interpersonal skills to good advantage outside of work?

What do you consider to be your most significant accomplishment and why?

Under what conditions do you do your best work?

What are some of the most creative things you have done?

What do you think are the most critical elements to be successful in this type of position?

How have you dealt with some of the more uninteresting and routine duties or procedures you have to do at your c

How do you deal with criticism?

What would you do if your supervisor made a decision that you strongly disagreed with?

What is your experience with work-related short-term and long-term planning? In other words, how do you organiz
day work and find time for longer-term projects?

Describe an encounter with a client that you felt was particularly significant and positive. We’ve all had instances
didn’t go as well as we’d hoped. Describe a negative situation.

Would you handle the situation differently today?

Describe a situation in your current/last job where you felt it was necessary to modify or change your actions in orc
to the needs of another person.

Sometimes, the best way to learn is from your mistakes. Can you recall the mistake you made that you learned th-