

SAMPLE Interview Questions – the 10 BEST

Note: Use these in conjunction with the Interview Form and rating sheet at www.Better-Leadership.com (Great Offices)

1. Briefly describe your training and experience that qualify you for this position.
2. How proficient are you in MS Word, Windows, Auto-Cad, Excel, Access and Power Point?
3. Please give an example of a large project or assignment that you have handled and how much direction was provided.
4. Do you consider yourself a self starter? Explain.
5. Please describe your ability to handle a variety of tasks simultaneously.
6. Tell us about your style of communication, your approach to cooperation and how you gain the cooperation of others.
7. How do you handle difficult people at work?
8. What is your method for time management?
9. What would your current/previous supervisor say about you if I called him/her?
10. What else would you like us to know? (Include your outside interests and activities if you like.)