Basic Interview Questions:
- Tell me about yourself.
- What are your strengths?
- What are your weaknesses?
- Why do you want this job?
- Where would you like to be in your career five years from now?
- What's your ideal company?
- What attracted you to this company?
- Why should we hire you?
- When were you most satisfied in your job?
- What can you do for us that other candidates can't?
- What were the responsibilities of your last position?
- Why are you leaving your present job?
- What do you know about this industry?
- What do you know about our company?
- Are you willing to relocate?
- Do you have any questions for me?

Behavioral Interview Questions:
- What was the last project you headed up, and what was its outcome?
- Give me an example of a time that you felt you went above and beyond the call of duty at work.
- Can you describe a time when your work was criticized?
- Have you ever been on a team where someone was not pulling their own weight? How did you handle it?
- Tell me about a time when you had to give someone difficult feedback. How did you handle it?
- What is your greatest failure, and what did you learn from it?
- What irritates you about other people, and how do you deal with it?
- If I were your supervisor and asked you to do something that you disagreed with, what would you do?
- What was the most difficult period in your life, and how did you deal with it?
- Give me an example of a time you did something wrong. How did you handle it?
- What is your biggest pet peeve, and how do you deal with it?
- Tell me about a time when you had to deal with conflict on the job.
- If you found out your company was doing something against the law, like fraud, what would you do?
- What assignment was too difficult for you, and how did you resolve the issue?
- What's the most difficult decision you've made in the last two years and how did you come to that decision?
- Describe how you would handle a situation if you were required to finish multiple tasks by the end of the day, and there was no conceivable way that you could finish them.
Career Development Questions:
- What are you looking for in terms of career development?
- How do you want to improve yourself in the next year?
- What kind of goals would you have in mind if you got this job?
- If I were to ask your last supervisor to provide you additional training or exposure, what would he/she suggest?

Getting Started Questions:
- How would you go about establishing your credibility quickly with the team?
- How long will it take for you to make a significant contribution?
- What do you see yourself doing within the first 30 days of this job?
- If selected for this position, can you describe your strategy for the first 90 days?

More About You:
- How would you describe your work style?
- What would be your ideal working environment?
- What do you look for in terms of culture -- structured or entrepreneurial?
- Give examples of ideas you've had or implemented.
- What techniques and tools do you use to keep yourself organized?
- If you had to choose one, would you consider yourself a big-picture person or a detail-oriented person?
- Tell me about your proudest achievement.
- Who was your favorite manager and why?
- Was there a person in your career who really made a difference?
- What kind of personality do you work best with and why?
- What are you most proud of?
- What do you like to do?
- What are your lifelong dreams?
- What do you ultimately want to become?
- What is your personal mission statement?
- How would your last supervisor describe you?
- What three character traits would your friends use to describe you?
- If you were interviewing someone for this position, what traits would you look for?
- List five words that describe your character.
- Who has impacted you most in your career and how?
- What is your greatest fear?
- What is your biggest regret and why?
- What's the most important thing you learned in school?
- Why did you choose your major?
- What will you miss about your present/last job?
- What is your greatest achievement outside of work?
- What are the qualities of a good leader? A bad leader?
- Do you think a leader should be feared or liked?
- How do you feel about taking no for an answer?
- Tell me one thing about yourself I don’t already know.
- Tell me the difference between good and exceptional.
- There's no right or wrong answer, but if you could be anywhere in the world right now, where would you be?
- What's the last book you read?
- Who are your heroes?
- What do you like to do for fun?
- What do you do in your spare time?

**Illegal Interview Questions and Appropriate Alternatives:**
Basic rule of thumb: If it’s not work-related, don’t ask.

<table>
<thead>
<tr>
<th>Illegal Question</th>
<th>Alternative / Explanation</th>
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<tbody>
<tr>
<td>Have you ever been arrested?</td>
<td>Have you ever been convicted of a crime?</td>
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<tr>
<td>Are you married?</td>
<td>Marital status is a “protected category,” against which it is illegal to discriminate. If you ask this question of a candidate and they don’t get the job, they could have a case for employment discrimination.</td>
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<tr>
<td>Is this your maiden name?</td>
<td>Have you worked or earned a degree under another name?</td>
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<td>What religious holidays do you practice?</td>
<td>Are there any days of the week you are unavailable to work?</td>
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<tr>
<td>Do you have children?</td>
<td>Do you have responsibilities other than work that will interfere with specific job requirements such as traveling?</td>
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<tr>
<td>What country are you from?</td>
<td>Are you legally authorized to work in the US?</td>
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<tr>
<td>Are you a US citizen?</td>
<td>Can you fluently read, speak, or write another language?</td>
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<tr>
<td>Do you have any outstanding debt?</td>
<td>Employers have to have permission before asking about credit history – similar to criminal background.</td>
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<tr>
<td>Do you smoke or drink?</td>
<td>In the past, have you been disciplined for violating company policies forbidding the use of alcohol or tobacco products? OR Do you foresee any problems regarding following the basic belief practices of the Adventist Church?</td>
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<tr>
<td>When was the last time you used illegal drugs?</td>
<td>Do you currently use illegal drugs?</td>
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<td>How long have you been working?</td>
<td>How long have you worked in this industry?</td>
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<td>What type of discharge did you receive in the military?</td>
<td>What type of education/training/work experience did you receive while in the military?</td>
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<tr>
<td>How old are you?</td>
<td>Are you over the age of 18?</td>
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<tr>
<td>When did you graduate from college?</td>
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<td>What is your birthday?</td>
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<td>How much longer do you plan to work before you retire?</td>
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<tr>
<td>Question</td>
<td>Answer</td>
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<td>To what clubs or social organizations do you belong?</td>
<td>Do you belong to any professional or trade groups or other organizations that you consider relevant to your ability to perform this job?</td>
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<tr>
<td>How tall are you?</td>
<td>Are you able to perform the physical requirements of this position (i.e., lifting up to 50 pounds)?</td>
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<tr>
<td>How much do you weigh?</td>
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