

## Sample Interview Questions by Field

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The following sample questions are meant to assist in helping you preparing for interviews in specific fields. Please keep in mind this list is meant as a guide only.

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### General Questions You May See Across Fields:

1. What do you believe is your biggest challenge pertaining to this job?
2. Talk about a time you had a challenging customer/colleague to work with. Describe a situation, and how you approached it.
3. What does work ethic mean to you?
4. Tell us about a time when you had to make a decision without all the information you needed. How did you handle it? Why? What was the outcome?
5. What kind of management style do you thrive best working under?
6. Where do you see yourself in 5 years? 10 years?
7. What drives you?
8. What is something I would be surprised to learn about you, based on your resume?
9. Tell us what you know about our company/organization and its services.
10. Why have you chosen a career in X (counselling, HR, marketing, finance, library science, etc.)
11. What are you looking for in a job?
12. What are the biggest skills you bring to this position?
13. What would your previous supervisor say about you?
14. Tell us about a time you worked in a group and it did not go as planned.
15. Please talk about the most significant goal you have accomplished.
16. What stresses you out?
17. Why did you leave your previous employment?
18. Talk about a time you received critical feedback on your performance. How did you handle feedback on your areas of improvement? Did you disagree with it?
19. Where do you see this industry/field going in 5 years time?
20. What are your salary expectations?
21. What did you like most/least about your last position?
22. Tell us about a time you went above and beyond the call of duty.
23. What are you hoping to gain from this work experience?
24. What would your last boss say you needed to improve on?

## Academic

1. What do you think are some of the critical advances in our field in the past 50 years?
2. What courses have you enjoyed teaching the most, the least? What do you like most/least about working with undergraduate students?
3. Tell us about your current work, area of study or research, referred publications?
4. How does your work contribute to the field or society or community or university?
5. What is your experience working with funders and other research stakeholders?
6. What are your current and future publications, presentation and conference plans?
7. What equipment (facilities, staffing, etc.) will you need to pursue your research agenda?
8. In what journals do you hope to see your work published?
9. What subject area is obscure or limited, what relevance is it to our institution and why would we allocate resources to it?
10. What is your teaching philosophy? How does it influence your approach in the classroom?

For a detailed list of possible academic interview questions visit:

<http://navigator.wlu.ca/content/documents/fileItemController/2013%20Sample%20Academic%20Interview%20Questions.pdf>

## Accounting

1. Describe your experience with the Integrated Financial Reporting Standards (IFRS). What do you believe to be the main differences between IFRS and the GAAP?
2. Based on your GPA, how do you expect the UFE will go? What are you doing to prepare for the UFE?
3. Tell us about your experience in accounts payable.
4. What accounting software programs/systems are you familiar with?
5. What are the different ways to calculate depreciation?
6. Talk about code of ethic practices in accounting.
7. What is the main difference between billable and non-billable expenses?
8. How has your educational program prepared you for a career in accounting?
9. Tell us about a time you came across a financial discrepancy – describe the steps you took in resolving it.
10. An employee comes to you to have an invoice approved for quick reimbursement. They do not have all the supporting documentation and indicate they have lost receipts – how do you handle it?
11. Describe some of the methods used to allocate support costs.
12. You are auditing a company whereby the owner of the company is frustrated with the audit process and is not helpful in providing necessary documentation. Tell us how you would handle this situation.

13. You've been asked to prepare a bill for services. What type of information should be included on the bill?
14. Describe some examples of 'controls'.
15. If you find particular data on one website, and another website states the opposite, how will you authenticate that data?

### **Administrative Assistant**

1. Have you needed to handle sensitive or confidential tasks in the past and were you comfortable performing these tasks?
2. Describe your level of skill with computer programs like Excel, Word, Powerpoint, Access and Outlook. Describe your skill level with macros, pivot tables and spreadsheets, etc. Are there any additional software programs you have experience with that would be helpful in this position.
3. What 2 skills do you think define an effective administrative assistant?
4. A success Executive Assistant seeks to improve processes within the office. What improvements have you attempted to implement in your office work? How did you get them implemented? What were the results?
5. What is your typing speed? (they may put you through a timed typing test)
6. Tell me about a meeting you recently arranged. How did you coordinate and schedule it?
7. How do you organize your daily schedule and prioritize your activities?
8. Are you comfortable using a phone with multiple lines and handling a high volume of telephone calls?
9. How would you handle a boss who gave you an assignment without complete instructions?
10. You need to design a t-shirt for 80 employees – what are the first three steps you would take?
11. Plan an offsite event for 100 outstanding employees. Describe the plan and write the email that would go out.
12. What professional organizations are you a member of? How can they contribute to your performance in this position?
13. What is your experience with meeting coordination and calendar management?
14. Describe a checklist you would use to plan and execute a meeting.
15. What steps are involved in determining a retention period for records?
16. What experience do you have establishing a file system?
17. What experience do you have in proofing documents? (they may place a document in front of you and ask you to proofread it)
18. Describe the different types of business communications you have been responsible for.
19. Describe a situation where you went out of your way to ensure customer/client satisfaction.
20. Are you familiar with budgeting?

## Advertising

1. If you were a brand – what brand would you be? Explain your choice.
2. Pitch this pen and paper to me.
3. Is newspaper advertising becoming quickly obsolete in today's world?
4. What is today's most effective advertising medium?
5. What will be the most effective advertising medium in 10 years?
6. What is your response to someone's claim that "advertising is unethical"?
7. How would you justify the intangible benefits of advertising to a potential client?
8. What is your favourite advertising campaign by our agency?
9. Social media is relatively new in the advertising world. What is your favourite social media or "viral" campaign to date?
10. Explain the process of using Google for internet advertising.
11. Explain the use of SEO for internet advertising.
12. Why is Facebook such an attractive advertising outlet?
13. During times of financial hardships, advertising budgets are often the first cut. What would be your argument against this trend when speaking with a client?
14. Why is a manhole round?
15. If you could be a superhero, what would your superpowers?

## Archivist

1. What do you mean by the Archival of the material?
2. Are you familiar with the word an Artificial Collection?
3. What do you know about the term Records Management?
4. What do you know about the term Encapsulation?
5. What is the meaning of Description in the Archival?
6. What is the meaning of Ephemera?
7. What is the meaning of an Archival value?
8. What do you know about the term Fumigation?

## Archaeologist

1. How many archaeological sites are there in the region?
2. Tell us what you know about Canadian Heritage acts?
3. What is involved in an effective land impact assessment?
4. Why should we protect archaeological sites?
4. Define what you believe is an 'artefact'.
5. An archaeologist may run into land developers when an archaeological find is discovered during the construction process. The land developer has little respect or patience for the site and just wants to keep their construction project on time – how do you handle the situation?

6. In your opinion, what is the greatest archaeological find of all time?
7. What do you know about property value assessments when an archaeological site is identified?
8. What are some of the important factors to consider during the interpretive phase of a project?
9. How do you go about deciding which survey technique to employ?
10. What archaeology related software have you worked with?

## Call Centre

1. How do you deal with a customer that is threatening you personally?
2. Have you ever convinced someone to do something? Explain.
3. Would you ever disconnect from a caller who was verbally abusing you?
4. Describe a time that you had to earn a customer's trust.
5. Describe a situation where you had an angry customer on the phone and you "turned the call around".
6. Try and sell me anything of your choice.
7. What does the word "customer" mean to you?
8. Tell me about a time when a customer complained about the level of service you provided.
9. List the qualities that one should have while working within a customer service and sales position.
10. What do you do when a customer attempts to bypass you and only wants to speak with your supervisor?
11. Have you ever given a customer perks when you feel that the company has wronged them?
12. How do you not respond emotionally when a customer refuses to listen to your sales pitch?
13. How would you support the reputation of the company while still making a customer feel validated about his/her complaint?
14. Have you ever given benefits to a customer who has been loyal to the company so that they will remain with the company?

## Chartered Financial Analyst (CFA)

1. Based on your GPA, how do you expect the CFA examinations will go? What are you doing to prepare yourself for the exams?
2. Why are you choosing a career in Financial Analysis?
3. Tell me a stock you like and why?
4. What caused the recent financial crisis? Describe a current event in the market.
5. Do you think there will be a double dip in the current market? Explain.
6. If I had 100k, how would you advise me to invest it?
7. Why might a company choose to issue debt vs. equity? (Answer is to obtain leverage, have an optimum debt-equity ratio, not to decrease the value of each share by increase number of shares.)
8. Do you follow an industry or a stock? Which ones?
9. What is working capital?
10. How would you spend 1 million dollars?
11. Give us proof of your detail orientation and problem-solving skills.
12. What value are you going to gain by getting your CFA, and why do you want it?
13. Why are you choosing finance over accounting, insurance, advertising, etc.?
14. Where do you see yourself in 10 years, in a career in finance?
15. If you could go back to any one time, and invest in a company which would it be, and why?

## Counselling/Therapist

1. You have been counselling a couple for 3 sessions, and you suspect there is domestic violence. How do you proceed?
2. Tell us about your experience working with people of a different race or sexual orientation from your own.
3. How do you imagine you would retain objectivity in a situation whereby you are counselling someone who is contemplating abortion?
4. What strategies do you use to maintain healthy boundaries and ensure you do not experience burn-out/compassion fatigue?
5. What do you believe are the strengths and weakness of a short, solution-focussed therapeutic context? How do you imagine you will need to differ in your approach to meet the short-term approach?
6. Where do you feel are your greatest strengths in terms of dealing with the issues often presented in therapy?
7. Some of our clients require home-based counselling due to various physical or economic barriers. How do you feel about making home-visits? How do you think you would fare in an environment whereby it is very dirty and cluttered and smells like cigarette smoke?
8. Think of a client you have either really liked, or really disliked. How did you deal with counter transference issues?
9. Tell us about how you handle termination of therapy.
10. What theoretical orientation, or primary mode of therapy do you bring to your work and why?
11. What factors do you believe go into a psychosocial assessment? Do you have experience with any standardized assessments?
12. What do you think are some of the biggest challenges you will face on this job?
13. Often times, you will be expected to counsel up to 5 or 6 clients (individuals, couples or families) a day. That is sometimes 5-6 hours of listening and talking. How do you feel you will handle this? What aspects of your personality are suited to this role?
14. Tell us about your biggest disappointment as a therapist/social worker/counsellor.
15. Can you provide an example of how you have managed a crisis, or averted a potential crisis?
16. Sometimes clients bring up issues or identify needs that fall more into the role of advocacy. How do you see advocacy as fitting into the role of a counsellor?
17. Tell us about your knowledge of the local community supports/resources.
18. Under what circumstances do you terminate therapy, even if it is not what the client wishes.
19. A 15 year old youth comes to a session reporting they are actively suicidal, currently living in a youth shelter and on probation. How do you proceed?
20. What factors, issues or occurrences do you feel warrant consulting a supervisor on?



## Event Planner

1. Tell me how you approach critical path planning.
2. How do you promote your event?
3. Describe your skills or experience as it pertains to budgeting?
4. Event planners have to engage in negotiations with suppliers, etc. Please illustrate a negotiation success.
5. Have you had experience organizing a fundraising event? If so, describe how you created a plan with timelines and work-back schedules for the project launch? What were some of your roles as an Event Planner? Did you complete all the tasks on your own or with a team?
6. As an Event Planner you will be responsible for managing all aspects of an event. Tell us the most challenging event you have had to plan? What made it challenging and what was the end result?
7. In your opinion, what type of individual makes a good event planner? What makes you a good event planner?
8. Describe your approach to volunteer management.
9. Tell us about your knowledge around risk management as it pertains to events.
10. What are the regulations regarding alcohol in Ontario at events?
11. When planning an event how do you measure your success and the success of the event?

## Geographic Information Systems (GIS)

1. What courses did you take throughout your university education that adequately prepared you for a job in the field of GIS?
2. What software are you comfortable working on? How did you gain experience on this software?
3. What do you know about this company and why do you think you are a good fit for this position?
4. In the GIS world, creativity is just as important as efficiency, explain through work and school how you have gained both of these skills.
5. GIS can be a job where you spend a lot of time on a computer, but we also have occasions where you need to do presentation and deal with the public. Give me an example of how you developed both of these skills?
6. Describe a time when you had to work on a group GIS based project.
7. What area do you feel you are lacking experience in GIS programming software?
8. You may be required to work with the general public on projects, do you have any experience communicating technical ideas to people who may not have the background to understand the technical terms? Give an example.
9. Give an example of one time you had to problem solve with a GIS programming software.
10. Name the components of GIS
11. Describe a problem and how it can be solved with GIS.
12. What is a projection?
13. What is the difference between a projected coordinate system and geographic coordinate system?
14. Explain what GPS is.
15. What is scale?

## Health Care Profession

1. Describe for us a time when you used your leadership skills to resolve a difficult patient situation.
2. Describe a recent patient interaction which shows your ability to create trust and what steps would you take to develop an effective relationship with your patient.
3. Tell me about a time when your communication skills played a key role in achieving a successful outcome. What was involved and what part did you play?
4. Describe a time when you felt frustrated during an interaction with a patient. How did you deal with this emotion both during the interaction and afterwards?
5. How would you go about ensuring that you improve the quality of the care you give to your patients?
6. Can you please detail a time when a new and different approach to your patient proved beneficial? What did you do and what was the outcome?
7. Have you ever been through an emergency situation? What position did you handle during the emergency situation?
8. What are the key challenges of this field of medicine? What are your challenges?
9. Do you consider yourself to be social? Can you tell us of a time when you used your social skills to help patients?
10. How has your medical training prepared you to handle the responsibilities of this position?
11. Do you consider yourself to be social? Can you tell us of a time when you used your social skills to help the patients?
12. What medical procedures are you most comfortable performing?
13. What is your secret to handling 'difficult' patients, such as geriatric cases?
14. Provide an illustration of how your medical input aided in the treatment of a particularly difficult case.
15. How have you contributed to the growth of your medical group's practice?
16. What are the main challenges you face as a practitioner in your specialty?
17. In terms of management philosophy or style, what would you change about your current situation?
18. What do you think of our community and its amenities?
19. What would be some short and long term goals that you have with this position?
20. If the organization changes course and your goals must adjust with that, how do you adapt?
21. How would your previous co-workers and patients describe your skills, demeanour and professionalism?

## Hospitality Industry

1. Do you have a passion for the business of customer and food service?
2. What previous positions have you held within the Hospitality Industry?
3. What do you think are this company's strengths and weaknesses compared to its competition?
4. Have you been to any of our restaurants/properties? What did you think? What did you observe while you were there? Did you get a chance to interact with any of our managers or staff? What would you improve or change?
5. What do you think sets us apart from our competitors?
6. Tell me about your cost control abilities? What have you done to help or improve your financial results?
7. What type of management style do you use to motivate your staff?
8. How would you handle a client who is being aggressive?
9. Suppose you have to plan a business meeting or a party for some clients. How will you go about the task?
10. What are the experiences have you gained in customer service?
11. As a member of the food-service staff, how would you help improve repeat business?
12. The hospitality industry is very demanding, explain the time commitments that might be expected of you in this type of industry?

## Human Resources

1. Why did you decide to specialize in Human Resources?
2. Describe what you look for in a boss. Tell us about a time you challenged your boss?
3. Talk me through your resumé.
4. What do you feel motivates employees?
5. Tell us about your proudest moment?
6. What would you do differently in your career if you could do it all over again?
7. Recruiting: you have posted a job 3 times and no viable candidates have applied – what do you do?
8. Employees in your company show little to no interest in attending training and development sessions – how do you ignite interest and attendance?
9. If you had to explain a benefits package to a new employee from a different company with little experience with benefits, how would you explain it to them?
10. How would you deal with the situation of a frustrated employee? What steps do you see being involved in handling this situation?
11. In the HR field there are days when it seems that everyone has a problem or question to be addressed. One day your calendar is completely full but an employee comes to you with an issue that needs ‘immediate’ attention. How do you address this?
12. An integral part of an HR professional’s role is to help employees understand policies and benefits and sometimes act on their behalf. What skills do you possess that will help you do this?
13. How do you identify what a company’s training needs are?
14. Tell me about some strategies you would employ when dealing with a staff from a range of different cultural backgrounds.
15. How would you prepare for a meeting with an employee that required discussing disciplinary citations?
16. What are four questions that you are not permitted to ask of an interviewee in an employment interview?
17. What process would you go through in setting the salary for a new position in your company?
18. Describe some of the trends in the area of occupational health and safety.
19. How would you address a situation where you are expected to fire someone on behalf of a manager?

## Information Technology

1. Why is Apple better at design than anyone else?
2. What would you do if a user wanted an unfamiliar operating system loaded onto their machine for testing purposes but did not want to change their main operating environment?
3. Please describe the functionality of a fiber channel connection in a storage area network and name three SAN vendors that you have developed a business relationship with.
4. How would you troubleshoot an issue where users cannot print? For example, 2 users sharing the same room are connected to a wired printer server built-in to a switch.
5. Give an example of how you managed a termination or warning?
6. Name a time when you made a poor decision based on not having enough information. What was the result and how did you make the outcome work in your favour?"
7. Tell me about a time when you had too much to handle at once. How did you handle that?
8. Give an example of an experience where your out of the box thinking ability was the key to success?
9. Your customer wants to install a business intelligence suite to improve their overall internal performance. Three appropriate business intelligence packages are available. How would you go about implementing the correct one?
10. Have you worked with vendors and integrated their products to your systems?
11. Describe the agile methodology of project management and how your last project ended up with this practice?
12. Explain how you would handle having to explain to someone that their project has been pre-empted by another more important project?
13. You are asked to perform pilot testing of a system. What do you feel are key steps involved with beta testing?

## International Development

1. How do you think you would cope with handling sensitive and confidential information?
2. What is your definition of effective international development?
3. What motivates you to work in international development in Canada or overseas?
4. How has your graduate school program qualified you for this position in international development in Canada (or overseas as appropriate)?
5. Describe your experience managing project budgets and supervising staff on an overseas project. What problems did you encounter/how did you handle them?
6. What experience do you have writing proposals for fundraising?
7. What experience do you have with obtaining funding from funding agencies? What experience do you have reporting on the progress of a project to these agencies? What experience do you have with other major donor organizations such as the U.N., World Bank, CARE, etc?
8. Describe in detail an international development project that you designed, implemented, evaluated, and completed. How did you define and measure success in this project?
9. Describe your experience in international development in an urban or rural environment.
10. How has your professional development experience thus far influenced your views of international development?
11. How have you adapted your approaches to different cultures and people?
12. Describe your experience working in international development with diverse people in the same country (i.e. indigenous, tribal, or ethnic minorities as appropriate).
13. What have you done to improve or increase community support for your work?
14. How have you collaborated with others (community agency representatives from local NGOs, host government department officials, school leaders, CIDA or foreign development organization officials, or staff from other institutions or programs) to strengthen or sustain your efforts in the field?
15. Based on your past experience and coursework, how would you set up a program in your major area of interest now?
16. What if anything, does current research or literature say about international development projects like the one(s) you've implemented?
17. What was the most radical idea you ever introduced to an employer, and what was the result?
18. What kinds of policies and procedures have you created and to whom did you take them for approval?
19. Describe a time when you went beyond the "call of duty" to accomplish a task.
20. Give some examples of when your ideas were strongly opposed in a discussion. How did you react?

## Insurance Underwriter

1. Attention to detail is very important to be a successful insurance underwriter. Tell me about a time when you noticed a problem with an insurance application, renewal or contract before anyone else. What was the problem and what did you do about it?
2. What area of underwriting might you prefer and why (group, liability, property)?
3. Why are you choosing a career in insurance?
4. As our underwriter, you provide underwriting advice and work with many people from clients to other insurance agents. Tell me about a time when you worked with someone in the insurance industry that you didn't get along with? What was the source of conflict? How did you resolve this conflict?
5. How do you feel about making decisions within policies you don't necessarily believe in?
6. Tell me about a time when you had to persuade a person or a group of subordinates/peers that your solution to a situation was the best solution.
7. Describe what you believe goes into the underwriting process?



## Investment Banking/Finance/Economics

1. Where did the Dow close yesterday?
2. Tell me a stock you like and why?
3. What caused the most recent financial crisis? Describe a current event in the market.
4. What is the difference between an investor and a shareholder?
5. What is included in a pitch book?
6. Walk through a DCF analysis
7. If I had 100k, how would you advise me to invest it?
8. Provide your best example of a time when you used your business relationships or network to obtain something you wanted.
9. What do you see happening next with the economy?
10. Which of the 4 financial accounting statements would give you the best idea of whether or not a borrower is going to be able to continue making debt payments? (*Interviewer presents you with 4 statements to review*)
11. Can you detail your financial modelling experience?
12. Say you are at a meeting with a client and your managing director is giving a presentation. You suddenly notice a mistake in some of the calculations, which you have done for the presentation. Do you tell him? When? What do you say?
13. Why would two companies merge? What major factors drive mergers and acquisitions?
14. What is an LBO (leveraged buyout)? Why leverage up a firm?
15. Why might a company choose to issue debt vs. equity?
16. What could a company do with excess cash on the balance sheet?
17. What major factors affect the yield on a corporate bond?
18. How would you evaluate the creditworthiness of a light bulb manufacturer with three factories in Canada?
19. Suppose you are buying a new fixed asset – part cash and part debt. Take me through how it affects all the financial statements.
20. What did our firm's stock close at yesterday?
21. Where is the market going? What do you think interest rates will be in the next 12 months?
22. Do you follow a particular industry or a stock? Which ones?
23. Walk me through the major line items of a Cash Flow Statement.
24. Say you knew a company's net income. How would you figure out its cash flows?
25. What is the difference between a balance sheet and an income statement?
26. What is the difference between purchases vs. pooling?
27. What are deferred taxes? How do they arise?
28. What is working capital?
29. If a company has a consistent negative earning record and wanted to raise capital and could only do so by issuing debt, what type of debt should they issue? Why?

## Journalism

1. How do you deal with deadlines and pressures?
2. What do you feel is the media's role and responsibility?
3. What have you done recently to improve your research/interviewing or writing skills?
4. Describe a situation with which your work was critically analyzed and you received some negative feedback.
5. Tell us about one of the most challenging writing assignments you have faced. Why was it challenging? What was the outcome?
6. Do you consider yourself detail oriented? What do you feel is the role of an editor in the writing process?
7. Tell us what you feel are 2 of the biggest ethical issues faced by a journalist/writer.
8. What do you feel about this quote "If I had more time, I would have written less".
9. Tell us about what you feel are two of the biggest trends in journalism today. How have you been keeping abreast of trends?
10. What do you feel about our magazine/show/paper/station?
11. What shows do you watch? What publications do you read, and why?
12. Tell us about your interview skills? What strategies do you employ to entice the best information from your informant?
13. Describe which research sources you utilize most.
14. What 3 personal qualities do you feel make a great journalist? Which of these three do you feel is your weakest one?
15. Who is your favourite journalist and why?
16. What frustrates you most about journalism?
17. How do you go about deciding if a poll is credible enough to include in your story?
18. You have to create a story that includes interviewing a professional, on a topic you have absolutely no familiarity with. What do you do to preplan for the interview? Be specific.

## Laboratory Technician

1. What type of exposure have you had in the past or present to a laboratory environment?
2. What types of lab equipment or testing have you personally had an opportunity to perform?
3. Have you had any experience buying, handling or using chemicals?
4. What type of computer applications have you had experience with?
5. What are the basic characteristics of a Laboratory Technician?
6. What type of math applications have you experience with (stats, algebra, calculus)?
7. What are infectious diseases ? How are they spread ? Describe some preventive measures?
8. As a lab technician, attention to detail is very important. How do you make sure that all the details are attended to when performing tasks such as preparing surgical instruments and packs, cleaning equipment and so forth?
9. Describe your experience with lab sterilization techniques.
10. Following standard operating procedures can prevent accidents and harm. Suppose you see a colleague cutting corners and not following procedures properly to meet a big deadline. How would you handle such a situation?
11. This job requires a passion for “hands on” laboratory work. What makes you a good technician in the laboratory?
12. Can you give an example of when you identified an occupational health and safety issue and resolved it?
13. What are important OHS factors to be considered when working in a laboratory?
14. Tell me about previous experience handling chemicals/completing impact studies/use of modelling equipment/applying IT skills.
15. Tell me about fieldwork you have done.
16. Why do you want to do research?
17. What area of chemistry/public health/environmental issues are you most interested in?
18. What laboratory techniques are you familiar with?

## Lawyer

1. What do you know about our firm?
2. What interests you about our firm? Why would you want to represent our clients?
3. What job with the firm would you choose if you were given the choice?
4. Are you a member of the local “bar association”?
5. If you were starting law school all over, would you still attend?
6. What is your rank in school? Is your GPA a good indicator of your abilities?
7. Have you ever been involved, either paid or unpaid, with the services of the voluntary sector?
8. In your view, what are the major problems/opportunities facing the legal industry?
9. Would you be willing to branch out into any other area of law, if the need arose?
10. Tell me why did you choose to specialise in this area of law?
11. Have you ever attended a court hearing or employment tribunal?
12. What do you think about partnership prospects in the future? OR We are not willing to give partnership prospects, what are your views on that?
13. Are your sights set on a commercial firm, a general firm, a high street firm or working in-house?
14. Talk me through a complex legal decision you made, where the data was ambiguous or the information led to two different conclusions.
15. Why do you want to be a lawyer?
16. Name one law firm you have high respect for and why?

## Management

1. What is your management philosophy? You observe a fellow member of management stealing small items from the company. How do you handle this situation?
2. Describe three components of your philosophy of management that demonstrate what you value and add, as an individual, to an organization's culture and work environment.
3. Obviously as a manager, you must interact successfully with people, clients, upper management, subordinates, etc. in order to make a positive impact. Can you sketch out two or three key strengths you feel you have in dealing with people?
4. Tell me about a time when you reorganized a department or significantly changed employee work assignments. How did you approach the task? How did the affected employees respond to your actions?
5. Based upon your experience, what actions have you found most effective in building staff relationships? What hasn't worked and why?
6. How can a supervisor establish effective communication with staff?
7. Would you want your subordinates to like you or respect you as a manager?
8. It is sometimes desirable to lead other people by setting a positive example. Describe a work situation when your example served as a model for others.
9. How do you motivate employees? How do you reward them?
10. Some managers supervise their employees closely, while others use a loose rein. How do you prefer to manage?
11. Describe how you might go about motivating a group of employees to do something that they don't want to do.
12. What, in your opinion, are the key tools in building and maintaining successful business relationships? Give me examples of how you have made these tools work for you.
13. As a manager, how would you go about identifying the training and development needs of your employees?
14. Let's say that you have assigned work to one of your subordinates, and it was not done as you had expected it to be. How would you handle such a situation?
15. How might you go about getting cooperation of other employees that do not report to you?
16. What do you expect of those who report to you?
17. Providing feedback to subordinates is a key managerial responsibility. If you have had an opportunity to do this, how did you go about it? If you haven't had an opportunity to provide feedback to workers, what ideas do you have for providing this information to subordinates?
18. Give me an example, from your past work experiences, about a time when you had an underperforming employee reporting to you. How did you address the situation? Did the employee's performance improve? If not, what did you do next?

## Marketing

1. Tell us about a marketing survey you developed. What did you learn from it?
2. What ideas or strategies would you suggest for rebranding our product?
3. What is the worst business or career decision you made and what did you learn from it?
4. Tell us what you know about our product?
5. Where do you see this industry/field/product going in 2 years, and 5 years' time?
6. What four utilities should marketing provide?
7. Which marketing tools and techniques have you used?
8. You are coordinating a large product-launch event and expect 1,000 people to attend. Walk us through your critical path planning.
9. What kind of experience do you have with direct and online marketing?
10. Tell us about a time you lead a team and didn't get the results you were expecting. What did you do?
11. How would you tailor your marketing strategies to engage an i) youthful demographic ii) middle-aged demographic?
12. Explain to us your experience with interactive marketing?
13. What do you feel are some of the biggest mistakes marketing professionals make today?
14. What do you feel will be some of the largest challenges in marketing this product/service?
15. You are handed some market research to review, from which you need to develop your marketing plan. You really wonder if the market research was flawed and don't believe it is accurately reflecting trends right now. What do you do?
16. What experience do you have with international marketing?
17. Do you have any online application or social media experience?
18. What marketing driven company do you admire?
19. Please critique our website.
20. Your sales team indicates a concern that the marketing/branding of the service/product is out of sync with what customers are saying on a day to day basis. How do you handle it?
21. Tell us about a marketing project in which you had to coordinate and manage a diverse team of people to achieve deliverables.
22. Give us an example of how you have effectively managed a tight budget to accomplish a marketing activity.
23. Can you give us an example of a marketing initiative you undertook that did not work out as planned?

## Market Research

1. Describe a situation where you had to resolve an issue with a client, and turned it from a negative to a positive.
2. How would you go about predicting/forecasting the sales of a new product for a company?
3. Talk about challenges faced with presenting data.
4. Have you worked in a team environment? What were your contributions to the effort?
5. Why do you want to work for our Marketing Department?
6. What is the most recent business article you have read? What were your thoughts on the story?
7. How would you determine if the price of X product is truly the deciding factor for the consumer?
8. Tell me about your last research project. How did the results help influence management?
9. What was your most successful research project undertaken at your last position?
10. Have you ever found an alarming figure in your research that drastically changed your company's perspective on the product?
11. What is the difference between quantitative research and qualitative research?
12. Are you the type of person that plans your week?
13. What is something from your past that you wish you would have done differently and why? The experience can be from work, school, other activities, or from your personal life.
14. A company comes to you with a new product, where do you begin your research and evaluation on this product?
15. What is your favourite technique in determining the validity of a products price?
16. Tell me about a product that you think is marketed well. What sort of research do you think that company's team did for that product?

## Occupational Therapy

1. Describe a challenging problem you faced on a clinical rotation. How did you solve the problem?
2. What is your most memorable experience working with a patient?
3. In what area of OT would you like to specialize?
4. What would you do if a patient came in 3 days in a row, saw three different OT's and came to you complaining that nothing was working?
5. How have changes in health care in recent years, affected the field of OT?
6. As an Occupational Therapist, you will occasionally have to deal with uncooperative patients. Tell me about a time when you had to deal with an uncooperative and maybe even combative patient. How did you handle it?
7. Tell us about your experience with having to coordinate the integration of case management functions including patient care, discharge, and home planning processes with other hospital departments; external service organizations; agencies and health care facilities.
8. Please tell us about your philosophy and definition of advocacy?
9. How do you ensure you maintain boundaries as an OT?
10. Briefly provide us an example as a case manager where you conducted a review for appropriate utilization of services from admission through discharge. How did you evaluate patient satisfaction and quality of care provided?
11. As an OT Case Manager, describe the most challenging experience you have had with having to introduce yourself and explaining your role to a patient and their family. Why was the introduction challenging and how did you build a positive relationship and communication channel going forward?
12. When do you make a decision as an OT to refer patients to counselling/social work in order to complete their complex discharge plan?
13. Working in a group, describe your role when you had to collaborate with clinical staff in the development and execution of the plan of care, and achievement of goals? What was the size of the team? Did you face any challenges either in your role or working with difficult team member?
14. Please tell us about your experience investigating and reporting adverse occurrences.
15. An OT must always be organized, since patient care is vital. What tools or processes have you created (aside from standardized ones) for assessing patient care needs?
16. As a member of an interdisciplinary team, you will establish personalized care plans. We don't always get along with everyone we work with. Tell me about someone who you worked with or for, whereby you held differing views on a patients care plan. How did you handle this situation?
17. List 3 traits you feel are required to be a successful OT. (After you answer). Now which of these 3 do you feel is your greatest weakness?
18. Where do you draw the line between OT and Physical Therapy?



## Personal Trainer/Exercise Science

1. Do you love to win or hate to lose?
2. What type of exercise program might you develop for a wheelchair-bound senior and how would you implement the program with the client?
3. How do you plan to assess a new client? What methods have you used for assessing a client's ability?
4. Let's say that I am going to come to your worksite today and observe you working with a client. What will I see?
5. How might you go about developing an exercise program for a client that is severely obese? What must you take into consideration before beginning?
6. Name three potential injuries, which could result from a strength-training program for seniors. How would you treat or respond to these injuries?
7. What type of exercise program might you develop for a client who is pregnant?
8. Describe a time when you motivated an unmotivated person to do something you wanted them to do.
9. Can you tell me about the toughest client you have had to work with? What made working with that person so difficult? How did you overcome the difficulty?
10. How would you approach an injured athlete?
11. How would you introduce yourself?
12. What type of questions would you ask the athlete?
13. How would you deal with a patient that was not motivated to participate in treatment?
14. How would you deal with an angry or upset athlete or patient?
15. A soccer player kicks the ball and falls to the ground... what do you do?
16. If a patient or athlete began bleeding profusely, what would you do?
17. If any emergency occurred and you were the first person on site what would you do?
18. What do you like about training?
19. How do you motivate yourself for exercise, what keeps you going?
20. How would you handle an angry member when absolutely no management is available?
21. Tell me about a time when you resolved a customer complaint?
22. Have you worked on commission before?

## Physiotherapy

1. How did you become interested in Physical Therapy as a career?
2. How would you deal with a patient who is not doing their exercises?
3. How would you handle a situation if you disliked the patient? Do you think patients receive quality care regardless of the physical therapist's feelings?
4. What do you think is the biggest issue in Physical Therapy?
5. Describe a challenging problem you faced on one of your clinical rotations. How did you solve the problem?
6. What do you know about our hospital/organization? About our community?
7. Tell me about a time when you had to handle an irate physician, co-worker or patient. How did you handle the situation and what was the result?
8. What is your most memorable experience working with a patient?
9. Describe your work or volunteer experience in physical therapy.
10. Where do you see yourself in five years? Do you plan on specializing? In what area?
11. What would you do if a patient came in 3 days in a row, saw three different therapists, and then came to you complaining how nothing they did was working?
12. Do you have patience, tell me about a situation where you showed a great deal of patience?
13. Being a Physical Therapist allows you to see progress in your patients, does this motivate you? Why?
14. In your opinion, what kind of a profession is Physical Therapy?
15. As a physical therapist in my hospital (care home, etc), you will be working as a member of the care team. As such, teamwork is important to us and essential to success. Tell me about a health care professional or someone you have worked with that you didn't get along with. What made it so difficult? How did you handle this?
16. As a physiotherapist you will have to work with patients from all walks of life. Tell me about situation when you have had to consider the patient's culture in their therapy. What were the considerations, what was your recommendation and why?
17. Give me an example of when a member of the health team disagreed with your plan for the patient. How did you handle this?
18. How would you typically treat a patient with low back pain?
19. How would you handle a patient with a diagnosis that you were unfamiliar with?
20. Not all patients cooperate when you are working with them. Describe a situation where you had to work with an uncooperative or even combative patient. What did you do?

## Public Relations

1. How would you manage relationship with media in a different country?
2. Tell me about a time when you had to go against a manager and how did you explain your views?
3. How do you react in situations where the poor performance of co-workers makes you angry?
4. In what ways could you provide assistance to someone inside the agency?
5. What is a press release?
6. What is a corporate communication?
7. What PR campaign are you most proud of and why?
8. What is your favourite part about public relations?
9. Describe an instance where you changed an organization, or perhaps the direction of a project with your ideals for the better?
10. What was the most difficult situation you have been in when responding to media and public inquiries. What made it difficult? How did you handle it?
11. Give me an example of when a co-worker or manager disagreed with the media relations strategy or tactic that you recommended. How did you handle this?
12. Describe a time when you created a press release, or other communications that were misunderstood by the audience. What did you do about this? What did you learn?
13. Tell me about a time when you had to overcome a challenge with an individual or group when developing and executing a PR program to increase awareness and preference for a product and service. What did you do?

## Sales

1. Can you sell a product you don't necessarily believe in?
2. What steps or strategies would you take to handle a prospective client's resistance to purchasing?
3. How do you close deals?
4. How do you handle a client who is displaying remorse over buying the product/service you have sold them?
5. Talk about the most difficult sale you had to make. What did you learn from it?
6. Are there any sales that you have lost? Why?
7. You have a sales goal of \$500,000. You have 2 weeks left to reach your goal and you are \$100,000 short. What is your plan to hit your number?
8. Provide an example of how you gathered information on a customer and their needs in a sales meeting.
9. Suppose you go onto a job site and the customer is using a competitive product. How do you convince them to use your product?
10. The marketing department has some materials that you feel do not adequately speak to customer needs. How do you convince them that their strategy is out of line with customer opinions/attitudes/needs?
11. Interviewer hands you a pen and asks "Please sell this pen to me".
12. What personal qualities do you feel you possess that lend well to a career in sales?
13. Tell us what you know about our main competitors' services/products.
14. Give us a specific example of where you demonstrated up-selling, or cross-selling on a sales call.
15. Describe how you would prospect for sales in this industry.
16. Tell us about a time you really had to persuade someone.
17. How have you handled getting past the gatekeeper when cold-calling?
18. Are you excited by not knowing what sales calls you will have to make that day, or do you prefer a routine and expectation of what you're going to do every day?
19. Make us a 3 minute sales pitch as to why you are the best candidate for the job.
20. What is your psychology of selling?
21. If you were a copy machine sales person, and knew that a new product was coming out in a few days, yet your manager has told you that the company has important sales numbers to meet on the old product, how would you handle a situation in which a very trusted and loyal customer wishes to place a large order of copiers with you, just before news of the product release has gone public?

## Social Work

1. Tell me about a case you worked on where you felt you were particularly effective.
2. Tell me about the toughest case you ever worked on.
3. Case scenario is presented; please walk me through the assessment, planning, implementation and evaluation process.
4. What types of clients are difficult for you to work with? What are your thoughts on why that might be?
5. How and when do you use supervision? What type of supervision do you prefer?
6. What is it about supervisors, clients and co-workers that can frustrate you? How do you handle your frustrations?
7. What is your work style? What do you do to seek balance in your life?
8. What do you do when you are faced with an ethical conflict? Have you experienced this in your work? What can you tell me about how you handled this?
9. Why do you want to work with this community population? Why did you choose this career? What led you to this field? What motivates you about social work?
10. What training and experience do you have that you would apply to working here?
11. How do you prioritize tasks during a work day? How do you handle a high volume workload?
12. How frequently do you ask support from others?
13. Have you turned down a request from a person? What was the reason?
14. What would you think are the key social work challenges for this position?
15. What do you want to achieve at this position? What are your next years' career goals?
16. Describe a social problem and the way you collect information to establish a problem solving model.
17. How do you make your decisions? Do you consult with others before making a critical decision?
18. Describe your experience so far with conducting team meetings, interviews and/or any group training.
19. Describe the standards you use to write assessments, reports and recommendations.

## Sport Management

1. You are coordinating a large stadium event where you expect 8,000 people to attend. How do you pre-plan for this event?
2. How do you define success?
3. In this role, you must interact successfully with people, clients, athletes, upper management, subordinates, etc. in order to make a positive impact. Can you sketch out two or three key strengths you feel you have in dealing with people?
4. A major corporate sponsor is unhappy with the product placement and visual displays at a sport event. How do you handle it?
5. What are your ideas on how our sporting programs are distinctly branded and marketed compared to other programs?
6. What experience do you have with inventory management and budgeting?
7. What experience do you have with scouting for talent?

## Supply Chain

1. Which of the following do you think you do best: negotiation, planning, or data management?
2. What strategies would you utilize to go about ordering optimal inventory levels?
3. Some raw materials are becoming short on supply forcing a production line to shut down. How do you handle the situation?
4. Describe your negotiation style.
5. Tell us what you know about the JIT (Just-In-Time) principles. What do you think are some of the biggest risks associated with this principle in this industry?
6. What are some cost-saving strategies you have implemented in your previous positions? How would you propose to save costs in this job?
7. Related to the position you are applying for, please provide a specific supply chain related accomplishment.
8. What do you foresee as the most complicated logistics associated with this position?
9. Give us proof of your detail orientation and problem-solving skills.
10. What do you feel is a critical trait that separates good supply chain managers from exceptional ones?
11. Your assembly line has been shut down and the supplier says they will not be able to supply for two weeks. How do you persuade the supplier to improve that date?
12. Since a majority of our suppliers are global, tell us how you will navigate the language and cultural barriers.
13. What do you imagine might be some ethical issues faced in this job?
14. A supplier has delivered a product that does not meet your specifications. How do you handle it?
15. The sales department wants to make a product obsolete that the marketing department said would be sold for one more year. The inventory write-off would be about \$800,000. How do you convince vendors to take some of the inventory back?
16. Material costs for your product are drastically rising and as a result, you feel the retail price will have to be raised. The sales and marketing department feel by raising the price, it affects the products brand category. How do you convince your colleagues of the necessity of a price increase?
17. You are interviewing a supplier to determine the business fit between your company and theirs. What kinds of questions do you ask of that supplier?
18. What are the pros and cons of a centralized purchasing function?
19. What are some of the ways materials may be purchased?
20. Describe the procurement process.
21. What do you feel would be some key performance indicators?
22. Define "supply chain".
23. What are the characteristics of an effective Request for Proposal (RFP)?

## Teaching

1. What was your hardest class experience?
2. Why are you passionate about teaching?
3. How would you accommodate students with different learning styles?
4. How do you feel you might respond in situations where your values conflict with the policies and values of the school administration. Have you ever been in this, or a similar situation? How did you or would you resolve it?
5. How will you address your principal when you are in disagreement about an important situation?
6. What do you fear the most about teaching?
7. How would you handle a situation where a student comes in complaining about another student being rude at recess?
8. What is your philosophy of teaching?
9. What will you do if it is clear that 1 or 2 students do not understand a particular topic and the rest of the class is ready to move on to something more advanced?
10. How do you feel you can reach children that have continued to be underperforming?
11. How do you communicate with parents who are unwilling participants in their child's education?
12. What would you do with a student who is having trouble or test anxiety?
13. What do you think are the factors contributing to the educational achievement gap?
14. What classroom management strategies do you bring to a group of students that are currently considered out of control?
15. Describe a balanced literacy program in your classroom.
16. What makes for an excellent mathematics (etc.) program?
17. How do you accommodate diversity in your program?
18. If I were to walk into your classroom, how would I know that you valued equity?
19. How do you motivate students to become active learners in your classroom?
20. Tell me about an experience, in or out of the classroom, which has prepared you for teaching.
21. In your unit planning, describe your unit assessment and evaluation strategies.
22. What do you see as your role as a staff member?
23. How do you plan for the first day of school?
24. What advice would you give to a new teacher about classroom management?
25. Describe some of your experiences when collaborating with other staff members. How have you demonstrated collaboration?
25. Under what circumstances would you refer a student to the office?
26. How would you deal with parents who are accusing you of picking on their child?
27. If a large percentage of your students failed a test or assignment, how would you respond?
28. How do you prepare report cards?
29. If you are called in as an occasional teacher and find that there is no lesson plan for you to follow, what would you do?



## Technical Writer

1. How do you identify audience types?
2. How would you style a document to address a technical audience?
3. Have you written more about software or hardware projects?
4. Tell me about a software project you have worked on?
5. Describe your experience with network infrastructures?
6. Explain Voice over IP? Explain TCP/IP ?
7. Are you an expert with FrameMaker?
8. Can you design Framemaker templates?
9. Have you ever created any online help?
10. How will you research a certain topic?
11. Have you ever created a user's guide, or something similar to it?
12. What points are a must in a pamphlet? What should be avoided?
13. How many documents can you complete in a day?
14. Describe your previous role as a technical writer? Provide an example of a time when you worked closely with both the Development & Support Departments, to write and edit specific technical documentation for products?
15. When creating, updating and enhancing documentation, how do you ensure format, content and style guidelines are accurate, consistent and well presented?
16. I'm sure you have been criticized for something you may have written in the past; how do you overcome criticism from fellow employees or end users?
17. What do you do to grasp complex software and learn quickly?
18. Tell us about the differences between user-guide/user-manual, installation manual and product description.
19. What types of document tools do you use? Such as: MS Word, Mak, Framemaker?
20. What was your level of contribution in projects, (for example, writing from scratch, re-writing existing documents, editing, reviewing)?

*Sources:*

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