

SAFE INTERVIEW QUESTIONS

1. Tell me about yourself.
2. Why should we hire you?
3. Why are you leaving your current job?
4. What did you like best about your last job?
5. Why did you choose your particular field?
6. What qualifications do you have to make you successful in this field?
7. What is your experience?
8. Why are you interested in this job?
9. What do you know about UT Tyler?
10. What is more important to you: the salary or the job itself?
11. Do you prefer working alone or with others?
12. If you could have made improvements in your last job, what would they have been?
13. What has been the most interesting job or project so far in your career?
14. What kinds of people annoy you most? (Note: the applicant is probably the opposite of the type of person given as a response)
15. Describe the best person who ever worked for you or with you.
16. What do you think determines a person's progress in an organization?
17. How would you like UT Tyler to assist you if you join us?
18. What is your greatest strength? Worst deficiency?
19. Describe the most significant report or presentation you have had to prepare.
20. Tell me about a time when you had to make a decision quickly.
21. How much would you like to be earning in five years?
22. How did you get along with your former supervisor?
23. Do you know any reason you could not perform the job as I have described it to you?
24. Do you think you would be underemployed if you accept this position?
25. What are your goals – both short and long-term?
26. Can you take instructions without being upset?
27. What have you learned from your previous jobs?
28. How would you define your leadership style?
29. What can a department do to build teamwork?
30. What was the most creative work project you ever completed?
31. What are you best known for?
32. From whom have you learned the most?
33. What qualities, in your opinion, does an outstanding supervisor possess?
34. Do you manage your time well? Explain.
35. What are your views on quality?
36. What are your views on customer service?
37. Describe your "dream" job.
38. What problem-solution situation are you most proud of?
39. Describe a time when you were able to have a positive influence on others?
40. Are you able to adapt to change? Explain.
41. If you could have any position with UT Tyler, which would it be?

- 42. What motivates you?**
- 43. How do you handle conflicts and confrontations?**
- 44. Tell me about a time when you conformed to a policy you disagreed with.**
- 45. What sort of person would you least like to work with? (Note: Again, the candidate is probably the opposite of the kind of person given as a response)**
- 46. Describe a situation that required you to use fact-finding skills.**
- 47. What can be done about employees entering the work force without proper skills?**
- 48. How do you cope with the inevitable stresses and pressures of the job?**
- 49. Why should I hire you over the other qualified candidates for this position?**
- 50. Tell me about a work situation that required excellent communication skills.**
- 51. What sort of person do you enjoy working for?**
- 52. What ways have you discovered to improve your productivity?**
- 53. What skills or traits do you think a successful manager should have?**
- 54. What was the last truly innovative suggestion you made in your last job?**
- 55. Do you train others well? Please give me an example of your effectiveness.**
- 56. Please describe for me a typical day in your current/last job.**
- 57. What accomplishment are you most proud of? (Note: A candidate who mentions other people or uses the pronoun “we” usually works well on a team)**
- 58. What has been your most important work-related idea?**
- 59. What kind of references will your previous employers give you?**