

## Sample Interview Questions

**To evaluate applicants equally and fairly, select several questions and ask each applicant the same set of questions. We do recommend using several of the questions in blue, be added to you list, in addition to any others you would like to ask on the list.**

Tell me about yourself.

Why are you searching for a new position?

Describe your ideal job OR What are you looking for in a new position?

How do you like to be managed?

How would your colleges describe you?

What unique experience or qualifications separate you from other candidates?

Who do you organize multiple projects?

Name one strength and one weakness.

Describe some of your most significant career accomplishments.

Describe a time when you were faced with a challenging situation and how you handled it.

What are your salary requirements?

Why are you interested in this position? In working at Allegheny College?

What are the best and worst aspects of your previous job?

What do you know about Allegheny College?

What motivates you? How do you motivate others?

Tell me a time you disagreed with a decision that was made at work and how did you handle that?

Tell me a time that you made a mistake and how did you handle it?

How do you deal with pressure and stressful situations?

How do you plan to achieve your career goals?