**SAMPLE INTERVIEW QUESTIONS**

General

* Tell me about yourself
* How would you describe yourself?
* What would you say in a reference check for yourself?
* Why should we hire you?
* What are your reasons for leaving your present/past position?
* What are you looking for in your next job?
* What criteria are you using to evaluate the organization that you hope to work for?
* Why are you seeking a position at TSNE
* In what ways do you think you can make a contribution to our organization?
* Why are you interested in this position?
* Describe what you think it would be like to do this job every day.
* What have you learned from your failures?
* Describe what you did at work yesterday.

Attitude

* What do you like least about the job that you’re in? How about the best?
* How long do you think you should be in a new job before you would be qualified to offer suggestions on changes within the department?
* What major problems have you encountered and how did you deal with them?
* What have you learned from your mistakes?
* What is more important, honesty or loyalty>
* Tell me about a time when you completed a project that was not well received. What did you attribute that to?
* What are some things that you would not like your job to include?
* What is hard for you at work?
* What did you learn from your very first job? The idea here is to see if they can glen useful information out of simple situations, can they reflect and learn from any situation.

Diversity

* Describe how you would work to create an organizational environment that is welcoming, inclusive and increasingly diverse.
* Describe how you, as a staff member, function and communicate effectively and respectfully within the context of varying beliefs, behaviors, and backgrounds
* What opportunities have you had working and collaborating in diverse, multicultural and inclusive settings.
* What is your definition of diversity? How do you encourage people to honor the uniqueness of each individual? How do you challenge stereotypes and promote sensitivity and inclusion?
* Describe your experience or explain how you have been educated to understand the history of African Americans, Latinos, Asians, Native Americans and other historically marginalized communities in the USA.
* Tell us about a time when you had to work with someone who had the direct opposite personality of yours.
* How has your current/previous employer benefited from multiculturalism?
* Tell us about a time when you changed your style to work more effectively with a person from a different background.
* Tell us about a time you took responsibility/accountability for an action that may have been offensive to the recipient and how you did that.

Motivation and Vision

* What are the most important rewards you expect in your career?
* What motivates you to put forth your greatest effort?
* What achievements have you been most proud of in your present position
* What specific goals, other than those related to your occupation, have you established for yourself in the next 5-10 years?
* Tell me about a goal that you set that took a long time to achieve or that you are still working towards.

Work Style

* What do you think it takes to be successful in an organization like ours?
* Describe your work habits, i.e., how do you organize your work?)
* If you could change one thing about your current manager, what would it be?
* What would your expectations be for me as a manager?
* What is the worst work process you’ve personally ever experienced? How would you improve it?
* How do you prioritize your tasks when there isn’t time to complete them all?
* Tell me about a time when you were creative in solving a problem
* How do you handle pressure and stress?
* Describe the process of collaboration that works best for you with colleagues
* What role do you tend to play on teams?
* Describe special skills/knowledge/qualifications that you have for this position
* How do you balance the need for excellence with time constraints?
* What technical expertise can you bring to this job?

Project Management and Leadership

* What experience have you had in project management?
* What is important to consider when planning a new way of doing things?
* What qualifications are required to be an effective project manager
* What would your supervisor say about your decision-making abilities?
* Tell me about a time when you did a poor job of delegating.
* How do you manage conflict in the project team?
* Describe a time you spent special effort in managing and/or disciplining an employee
* Have you ever hired employees; and if so, have they lived up to your expectations?
* What type of performance problems have you encountered in people who report to you, and how did you motivate them to improve?
* Describe how you motivate and manage a matrixed team – where the people on your team do not work for you
* You are joining as a project manager for a team which already exists. How do you gain respect and loyalty of your team members?
* Your project team does not have hierarchy. You have a couple of good team members in your project that have the same skills and experience. There is a conflict between the two of them. Both are good technically and very important to the project. How do you handle conflict between them?
* What would you do if you found out that a contractor was in a conflict of interest situation?