

## Sample Interview Questions

### Traditional Job Interview Questions

- How would you describe yourself?
- Why did you decide to go to graduate school and earn your MBA (MSITM)?
- What are you hoping to gain from this internship? What are you hoping to contribute?
- Why did you leave your last job?
- What are your long range and short range goals and objectives?
- What specific goals other than those related to your occupation, have you established for yourself for the next ten years?
- What do you see yourself doing five years from now? Ten years from now?
- What do you really want to do in life?
- What are your long range career objectives?
- How do you plan to achieve your career goals?
- What are the most important rewards you expect in your career?
- What do you expect to be earning in five years?
- Why did you choose this career?
- Can you explain this gap in your employment history?
- How well do you work with people? Do you prefer working alone or in teams?
- How would you evaluate your ability to deal with conflict?
- Have you ever had difficulty with a supervisor? How did you resolve the conflict?
- What's more important to you – the work itself or how much you're paid for doing it?
- What do you consider to be your greatest strengths? Weaknesses?
- How would a good friend describe you?
- Describe the best job you've ever had.
- Describe the best supervisor you've ever had.
- What would your last boss say about your work performance?
- What motivates you to go the extra mile on a project or job?
- Why should I hire you?
- What makes you qualified for this position?
- What qualifications do you have that make you successful in this career?
- How do you determine or evaluate success?
- What do you think it takes to be successful in a company like ours?
- In what ways do you think you can make a contribution to our company?
- Do you have any hobbies? What do you do in your spare time?
- Have you ever been fired or forced to resign?
- What qualities should a successful manager possess?
- Do you consider yourself a leader?
- What are the attributes of a good leader?
- Describe the workload in your current (or most recent) job.
- Which is more important: creativity or efficiency? Why?
- What's the most recent book you've read?
- Describe the relationship that should exist between the supervisor and those reporting to him or her?
- What two or three accomplishments have given you the most satisfaction? Why?
- Describe the most rewarding experience of your career (or college, graduate school, etc.) thus far.
- If you were hiring a job-seeker for this position, what qualities would you look for?
- In what kind of work environment are you most comfortable?
- How do you work under pressure?
- Are you good at delegating tasks?
- What's one of the hardest decisions you've ever had to make?

- How well do you adapt to new situations?
- Why did you decide to seek a position in this company?
- What can you tell us about our company?
- What interests you about our products?
- What do you know about our competitors?
- What two or three things are most important to you in your job?
- Are you seeking employment in a company of a certain size? Why?
- What are your expectations regarding promotions and salary increases?
- What criteria are you using to evaluate the company for which you hope to work?
- Do you have a geographic preference? Why?
- Are you willing to relocate?
- Are you willing to travel for the job?
- Why do you think you might like to live in the community in which our company is located?
- What major problem have you encountered and how did you deal with it?
- What have you learned from your mistakes?
- What have you accomplished that shows your initiative and willingness to work?

### **Behavioral Interview Questions**

- Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.
- Describe a time when you were faced with a stressful situation that demonstrated your coping skills.
- Give me a specific example of a time when you used good judgment and logic in solving a problem.
- Give me an example of a time when you set a goal and were able to meet or achieve it.
- Tell me about a time when you had to use your presentation skills to influence someone's opinion.
- Give me a specific example of a time when you had to conform to a policy with which you did not agree.
- Please discuss an important written document you were required to complete.
- Tell me about a time when you had to go above and beyond the call of duty in order to get a job done.
- Tell me about a time when you had too many things to do and you were required to prioritize your tasks.
- Give me an example of a time when you had to make a split second decision.
- What is your typical way of dealing with conflict? Give me an example.
- Tell me about a time you were able to successfully deal with another person even when that individual may not have personally liked you (or vice versa).
- Tell me about a difficult decision you've made in the last year.
- Give me an example of a time when you tried to accomplish something and failed.
- Give me an example of when you showed initiative and took the lead.
- Tell me about a recent situation in which you had to deal with a very upset customer or co-worker.
- Give me an example of a time when you motivated others.
- Tell me about a time when you delegated a project effectively.
- Give me an example of a time when you used your fact-finding skills to solve a problem.
- Tell me about a time when you missed an obvious solution to a problem.
- Describe a time when you anticipated potential problems and developed preventive measures.
- Tell me about a time when you were forced to make an unpopular decision.
- Please tell me about a time you had to fire a friend.

- Describe a time when you set your sights too high (or too low).
- Describe a situation in which you had to use reference materials to write a research paper. What was the topic? What journals did you read?
- Give me a specific example of a time when a co-worker or classmate criticized your work in front of others. How did you respond? How has that event shaped the way you communicate with others?
- Give me a specific example of a time when you sold your supervisor or professor on an idea or concept. How did you proceed? What was the result?
- Describe the system you use for keeping track of multiple projects. How do you track your progress so that you can meet deadlines? How do you stay focused?
- Tell me about a time when you came up with an innovative solution to a challenge your company or class was facing. What was the challenge? What role did you and others play?
- Describe a specific problem you solved for your employer or professor. How did you approach the problem? What role did others play? What was the outcome?
- Describe a time when you got co-workers or classmates who dislike each other to work together. How did you accomplish this? What was the outcome?
- Tell me about a time when you failed to meet a deadline. What things did you fail to do? What were the repercussions? What did you learn?
- Describe a time when you put your needs aside to help a co-worker or classmate understand a task. How did you assist them? What was the result?
- Describe two specific goals you set for yourself and how successful you were in meeting them. What factors led to your success in meeting your goals?

## **Other Questions**

### **Education**

- Describe your most rewarding business school experience.
- Why did you select your college or university?
- What led you to choose your field of major study?
- If you were planning to go into business, why did you major in history (or some other non-business major) at the undergraduate level?
- Which subjects in college or business school did you like best?
- Do you think your grades are a good indication of your academic achievement?
- What have you learned from participation in extracurricular activities?
- Tell me about a favorite extracurricular activity.

### **Personal**

- Are you interested in/willing to relocate for a position after graduation?
- Are you willing to travel?
- How do you keep abreast of current events?
- What do you do for fun?
- If you could have lunch with anyone living or dead, who would it be and why?
- What do you read? What was the last book you read just for fun?
- What excites you?

### **Self Assessment**

- Why an MBA (MSITM)? Why UNCG?
- Why do you want to be a \_\_\_\_\_ (position interviewing for)?
- What makes you think you will be successful in business (or particular career field)?
- What do you consider to be your greatest strengths/weaknesses?
- Tell me about your oral and written communication skills.

- Have you ever failed? What did you learn from it?
- How would you describe yourself? Are you a leader, creative, etc.? Give examples.
- How competitive are you?
- How would a friend or professor who knows you well describe you?
- How well do you work independently? With others?
- How do you work under pressure?
- What two or three accomplishments have given you the most satisfaction?
- What makes you a good investment?

### **Corporate Assessment**

Note: Be prepared for industry-specific questions, problems, hypothetical cases.

- How did you decide to seek a position with this company?
- What criteria are you using to evaluate the company for which you hope to work?
- Why do you want to work for us?
- Why are you interested in this industry? This particular company?
- What have you read about our company, or our products lately, outside of regular recruiting material?
- In what kind of work environment are you most comfortable?
- Why is the lifestyle of this job right for you?
- How do you foresee the future of our industry? What action do you think industry leaders should take?
- How would you compare our firm (industry) with others you are interested in?

### **Work Experience**

- What is your most significant work accomplishment?
- Tell me about a time when you had to analyze or interpret numerical or financial information.
- What did you learn from your work experience?
- What did you do in your previous (or current) job?
- Tell me about a boss you especially liked and why.
- What are the attributes of an ideal job for you?
- How would your most recent boss describe you?
- What was your biggest work problem?
- What did you like least about your last job?

### **Specific Functional Area Questions**

- You seem to have the analytical (financial, technical, etc.) skills. What makes you think you could handle the marketing (line management, leadership, etc.) requirements of the job?
- Give me an example of a good ad campaign (control program, mergers and acquisition plan, etc.). Tell me why it's good.
- Tell me about a recent experience where you had to persuade someone to accept your idea or proposal.
- Describe a situation in which you were able to build team spirit during a time of low morale.

### **Skill Summary Questions**

- Why should I hire you?
- In what way do you think *you* can make a contribution to our company?
- What distinguishes you from the other people I am interviewing today (or the other people in your MBA/MSITM program, other MBA/MSITM students, in general)?

- What qualifications do you have that make you think you will be successful in your career?
- What do you want me to remember about you?

### **Career Direction**

- What did you like most/least about your last job?
- What would you like to learn and/or accomplish in this internship?
- What would you like to accomplish in the first 3-5 years on the job?
- Are you interested in line management or a staff position?
- What are your short- and long-term goals and objectives? Have they changed since you have been in business school? If so, how?
- How has your business school experience prepared you for your career thus far?

### **Corporate Finance**

- What is the long bond at?
- Explain discounted cash flow analyses or valuation methodology.
- Define the concept of cash flow vs. net income.
- What is our stock price trading at? Market value? Sales? Net income?
- Why investment banking? Why this bank?
- Why corporate finance as opposed to sales & trading?

### **Sales and Trading**

- What other firms have you talked to?
- What makes you think you can sell?
- What is a bond? What would you personally invest in?
- What are forward rates, LIBOR rates?
- What particular markets or instruments are you interested in? Why debt vs. equity?
- Where is the market going? Where are rates going?
- What does the yield curve look like? What does that mean?
- Tell me what you think a trader does.
- Why not corporate finance?
- What do you think having an MBA (MSITM) does for you in this field?

### **Brand or Product Management/Marketing**

- Why brand management?
- Pick a product and position it.
- Give an example of a good new product introduction.
- Give me an example of a time when you had to motivate others who did not report to you.
- Give me an example of your creative problem-solving ability.
- What is marketing? Describe the difference between marketing and advertising.
- Give me an example of an ad you liked and why.
- Scenario: Create a plan to market Brand X in (blank city). What's the theme of your advertising? Be very detailed.
- Pretend that today is your first day at work as a brand manager for Brand X. What are the 10 most important questions you would ask to find out about the brand?

### **Consulting**

- Why consulting? Why this firm?
- How is our practice different from other consulting firms?
- Do you view consulting as a permanent career choice?

- How would you describe the competitive niche of your most recent employer?
- Give me an example of a business problem and tell me how you solved it.
- How do you feel about the lifestyle issues associated with consulting?

## **Illegal Questions and Stress Questions**

### **Illegal Questions**

You do not have to answer questions on the following issues:

- Marital status, plans to have children
- Sexual preference
- Race, national origin
- Physical handicaps
- Religious affiliation

The key to determining if a question is illegal is whether or not the requested information is relevant to job performance. If it is not relevant, you need not respond.

### **Stress Questions**

These questions are sometimes asked to determine how well you handle stress. You should anticipate them and prepare your responses as a way to avoid getting flustered or appearing defensive.

- What was/is your GPA? Why wasn't/isn't it higher?
- Why did you go to \_\_\_\_\_ for undergrad? If you wanted to be a \_\_\_\_\_ major you should have gone to \_\_\_\_\_.
- Did you apply to other MBA/MSITM programs? Were you admitted?

### **Sources:**

*Quintessential Careers*

[http://www.quintcareers.com/interview\\_questions.html](http://www.quintcareers.com/interview_questions.html)

[http://www.quintcareers.com/sample\\_behavioral.html](http://www.quintcareers.com/sample_behavioral.html)

*UNLV College of Business, MBA Career Services*

[http://cob.nevada.edu/MBA\\_www/html\\_files/CareerMgmtBook.doc](http://cob.nevada.edu/MBA_www/html_files/CareerMgmtBook.doc)