SAMPLE INTERVIEW QUESTIONS
1. Why Penn State?
2. Why Finance?
3. Tell me about a time – challenge-position – outcome.
4. Tell me about a time you had to work in a team and someone was not pulling their weight. What did you do?
5. Describe your ideal boss.
6. Why should I hire you?
7. How did your education/training prepare you for a job such as this?
8. School can be a very demanding period in our lives. What problems did you encounter during your most recent education/training experience? How did you overcome them?
9. What were your favorite classes? Why?
10. What classes did you like the least? Why?

CHANGE ORIENTATION
11. Tell me about a time when you were in charge of a project or task and you were asked to do more than what was originally agreed upon. How did you adjust? What was the outcome?
12. For the position you are interviewing for, there will be times when new or unexpected projects or tasks will come your way. Give me an example of when you worked at ____________ when this occurred. How did this make you feel? What did you do?
13. Explain to me about the most diverse group or team you have participated in. What problems did you encounter? What did you do? What was the outcome?
14. In your most recent job, did you ever have an instance where you were juggling multiple projects/tasks at one time? If so, tell me how you managed to stay effective in accomplishing those projects/tasks.
15. Give me an example of when you were assigned to a specific task or project and you got pulled away for something unrelated to your job description. How did that make you feel? What did you do to get back on track with your original task/project?

DRIVE FOR RESULTS
16. Tell me about a time when you were measured by the results that you produced. Did you achieve the desired results? Why or why not?
17. Tell me about a situation where you had to act quickly in order to resolve a problem. What steps did you take to get the problem resolved?
18. Has there ever been a situation where you had to sacrifice your personal time in order to meet the needs of the organization? Give an example.

LEARNING ORIENTATION
19. Tell me about a difficult task you had to learn at your previous position. How did you go about learning what you needed to know?
20. Give me an example of a task you had at ____________ that you initially knew nothing about. What did you do to learn the task? What did you accomplish?
21. What part of your job at ____________ was easier or harder for you to learn than for others? The part that was harder, how did you learn it?
22. Have you ever had an experience of where you wanted to learn something new but it wasn’t required for the job you were in? If so, did you learn it anyway? If yes, what if anything, did you apply to your current job?
23. Give me an example of the most effective way you’ve learned something new. Why was this method so effective for you?
24. Tell me about a time where you had to learn something for your job and you didn’t want to learn it. What was the outcome of the situation? Was there anything useful you learned?

**Creativity**

25. Tell me about a time when you had to think outside the box. What did you learn? What was the outcome?
26. Have you ever had an experience where you worked with a group and you had difficulty finding a solution to a complex problem? What did you do to try and develop solutions for that problem? How did that fit with the group?
27. How have you changed your current position at ___________? Why and how did you make those changes?
28. Can you think of a time when your standard approach to problem solving did not produce the desired solution? What did you do?
29. Some jobs provide the opportunity to be creative and figure out new ways to accomplish tasks. Tell me about a time when your job offered creative opportunities. What did you like or dislike about the opportunity?

**Team Working (Collaboration)**

30. Describe to me a situation when you needed to brainstorm a problem with others in order to accomplish a common goal. What did you do? How did it work out?
31. If you’ve ever been on a team, I am sure you’ve discovered not all individuals’ attitudes are positive sometimes. Please tell me about a time when you leveraged your people skills to sway the attitude of difficult individuals. What was the outcome?
32. Have you ever had an idea that you believed in that you shared with your peers or team members? How did you present this idea? What was the outcome?
33. Sometimes other people’s work priorities will conflict with your own. Tell me about a time when this happened. What did you do?
34. Please give me an example of when you worked on a team and discovered certain people had to be dealt with in a different way. What did you discover? How did you approach this?
35. Tell me about a time when you needed someone’s cooperation to complete a task, and the person was uncooperative. What did you do? What was the outcome?
36. Tell me about a difficult group with which you have had to work. What made the group difficult? What did you do?

**Listening**

37. What form of communication do you feel you are best at? Please describe a situation when you applied this form of communication. What were the results?
38. Have you ever been in a new or unfamiliar work situation for which there was little time to prepare? Explain. How do you feel listening skills helped you through the situation?
39. Please share a time when listening skills failed and how you reacted to the situation.
40. We have all been in situations in which we don’t agree with others. Tell me about a time when your supervisor or a subordinate didn’t agree. What went wrong? What did you do?
41. All jobs have their frustrations and problems. Describe some specific tasks or conditions that have been frustrating to you. Why were they frustrating?
42. Please explain your views on why communication is important. What do you feel are the main reasons for communication failure?

**Presentation**

43. What presentations have you made? Can you give some examples?
44. Have you ever done any public speaking? Tell me about one of these presentations.
45. What approaches have you used in presenting to different audiences? Give a specific example. How did you know you were getting your ideas across?
46. Tell me about a formal sales presentation that you wish you could re-do.

**Strategic Mindset**

47. What are some of the most difficult or complex directives you have ever had to implement? Explain how you approached the task.
48. What are some of the most innovative strategies or methods that you have used in implementing superior’s strategic directives?

**Customer Focus**

49. How much customer (internal/external) interaction do/did you have in your job? What percentage of your time do you spend with customers? Tell me about one of these interactions.
50. Have you ever had to go “the extra mile” to satisfy a customer? Tell me about what you did.
51. What skills or qualities are important for dealing effectively with customers? Give an example of when you displayed these skills or qualities.
52. Tell me about a time when you handled a difficult customer complaint effectively. Why was he/she difficult? What did you do?
53. How do you know if your customers are satisfied? (survey results, thank you letters, etc.)