

## Interview Quiz

**Directions:** Circle the letter for the best answer of each of the following questions.

### 1) What do you know about our organization?

- a) "I've done a little homework and here is what I know about your organization...(cite examples)"
- b) "Everything I've seen and heard makes me want to be a part of this organization. I understand your industry is \_\_\_\_\_ and your primary customer is \_\_\_\_\_. A particularly exciting part of your business appears to be \_\_\_\_\_."
- c) "I know enough to know this is an exciting place to work. It appears to be fit for my career goals."

### 2) Why are you the best person for the job?

- a) "I've held a lot of positions like this one, and that experience will help me here."
- b) "Because I am good at what I do."
- c) "Our discussion here leads me to believe this is a good place to work."
- d) "You need someone who can produce results, and my background and experience are proof of my ability. For example..."

### 3) Tell me about yourself.

- a) Outline personal data, hobbies, and interests.
- b) Give an overview of your personality and work habits.
- c) Give three specific examples of your personality traits and accomplishments.

### 4) What are your strengths?

- a) "I am good at giving constructive criticism to my coworkers. This honesty is something I'm very proud of and have found essential to having open working relationships."
- b) "I consider myself to be very consistent. I have proven myself to be someone who can be counted upon to do what is expected."
- c) "I would have to chose between two skills. I am very proud of my

determination and ability to get things done. At the same time, I am very proud of my analytical abilities and problem solving skills. These skills combine to give me a unique ability to solve problems and then implement the solutions."

**5) If asked a point blank question, such as are you creative, or can you work under pressure?**

**What is the best way to answer?**

- a) Answer yes or no.
- b) Answer yes and give a specific example.
- c) Answer yes and give an explanation.

**6) How would you characterize your work style?**

- a) "I am a very driven person. I make a list of what needs to be done and then tackle the items until I've completed the job.
- b) "I show up whenever I'm scheduled to work."
- c) "I haven't held a job yet so I don't know what my work style will be."

**7) What are your short term goals?**

- a) "Short term, I just want a job."
- b) "Bills are beginning to pile up. In the short run I need to find work so I can keep up with my obligations."
- c) "Short-term, I'd like to find a position that is a good fit and where I can contribute to a company's bottom line. The position we are here to discuss today would appear to be such an opportunity. Could you tell me more about it?"

**8) Where do you want to be in 5 years?**

- a) "I haven't really thought that far ahead but I think I'd want your job."
- b) "If selected I would hope to meet my goals and take advantage of opportunities to learn so I will be considered for other positions within the company. I hope to build my career with a company such as this one."
- c) "Long term, I hope to start my own business."

**9) Before we go any further, what kind of money do you need to make?**

a) "I feel I am worth at least \$30,000."

b) "My salary requirements are negotiable. Your firm has a reputation of compensating employees fairly and I trust you would do the same in my case. I am very interested in finding the right opportunity and will be open to any fair offer when I do so."

c) "Money is not very important to me. I need to be able to pay the bills but the work environment is far more important to me."

**10) Describe a situation you've encountered with a difficult customer.**

a) "In my last job I dealt with customers at a retail store. One customer wanted to return an item she had obviously bought several years ago, which was against store policy. I talked to her calmly and explained our policies and encouraged her to shop and I would exchange the item however I could not give a refund."

b) "I rarely encounter a difficult customer because of my excellent customer service."

c) "I had a customer once who claimed her steak was not cooked correctly....I picked up a knife and cut it open and explained that's the way it's supposed to be."

**11) What is a weakness?**

a) "I get really frustrated with my co-workers when they whine about everything."

b) "I don't 'toot my own horn'. I like to go in and get the job done and I don't dwell on who gets credit."

c) "I don't think I have a weakness."

**12) What was your GPA? Why is it low?**

a) My GPA is 2.8. basically because I had a lot of fun in college.

b) My GPA is 2.8 because I held a full time job while in college, working my way through school. It is not reflective of my ability to do the job.

c) My GPA is 2.8 which I don't think is too low, at least compared to my friends.

**13) What are you looking for in a position?**

a) "I'm looking for an opportunity to apply my skills and contribute to the growth of the company while helping create some advancement opportunities for myself."

b) "I'm looking for an organization that will appreciate my contributions and

reward my efforts."

c) "I'm looking for a position that will allow me to make enough money to support my lifestyle. I am a hard worker and will give a concerted effort to earn the money I need."

**14) How would co-workers describe you?**

a) "They perceive me as a leader. The people who have worked with me learned great deal and accomplished, in many cases, more than they thought possible."

b) "My employees would tell you they got direction when they needed and the room to work when it was appropriate. I believe a measure of a good manager is how much he is able to get done through others."

c) "They perceive me as someone who cared about them personally and had high expectations. I get a great deal of satisfaction from helping others do their best. My former employees would highlight three of my priorities which are to build loyalty and a team environment, obtain results and develop people."

**15) What did you like and dislike about college?**

a) "I didn't like the tremendous amount of homework some professors assigned us. I liked those professors who realized I had a life outside of class."

b) "I liked the opportunity to be involved on campus. It was a small campus that allowed students to take responsibility, organize events and be a part of the planning team. I can't really think of anything I disliked, college was a wonderful experience."

c) "I liked having Wednesdays off. I think the thing I disliked most was living in the dorms."

**16) Are you willing to relocate?**

a) "No."

b) "I'm open to opportunities within the company so if that involves relocation I would consider it."

c) "I'd move, but I know your headquarters is in Alaska and that's too cold for me."