QUESTIONS RECRUITERS MAY ASK

Many of these questions are taken from or based on information taken from

1. What are your long range and short range career goals and objectives, when and why did you establish these goals, and how are you preparing yourself to achieve them?

2. What specific goals, other than those related to your occupation, have you established for yourself for the next ten years?

3. What do you see yourself doing five years from now?

4. What are the most important rewards you expect in your career?

6. Why did you choose the career for which you are preparing?

8. What do you consider to be your greatest strengths and weaknesses?

9. How would you describe yourself?

10. How do you think a friend or professor who knows you well would describe you?

11. What motivates you to put forth your greatest effort?

12. How has your college experience prepared you for this career?

13. Why should I hire you? What sets you apart from other people who want this job?

14. What qualifications do you have that make you think that you will be successful here?

15. How do you determine or evaluate success?

16. What do you think it takes to be successful in a company like ours?

17. In what ways do you think you can make a contribution to our company?

18. What qualities should a successful manager possess?

19. Why are you interested in this field? What do you know about it?

20. What two or three accomplishments have given you the most satisfaction? Why?

21. Why did you select your college or university?
22. What is the most challenging situation you have ever faced?

23. What do you like to do when you are not working?

24. Do you have plans for continued study? An advanced degree?

25. Do you think that your grades are a good indication of your academic achievement?

26. What have you learned from participation in extracurricular activities?

27. In what kind of work environment are you most comfortable?

28. How do you work under pressure?

29. Why would you like to work for this company?

30. What do you know about our organization?

31. Are you seeking employment in a company of a certain size?

32. What criteria are you using to evaluate the company for which you hope to work?

33. Do you have a geographical preference? Why?

34. Will you relocate? Does relocation bother you?

35. Are you willing to travel?

36. Are you willing to spend at least six months as a trainee?

37. What major problem have you encountered and how did you deal with it?

38. What have you learned from your mistakes?

39. Where else are you interviewing?

40. Tell me about a difficult situation when it was desirable for you to keep a positive attitude. What did you do?

41. Give me an example of a time you had to make an important decision. How did you make the decision? How does it affect you today?

42. Tell me about a time when you had to deal with a difficult person. How did you handle the situation?

43. Discuss a time you had to handle multiple responsibilities. How did you organize the work you needed to do?

44. Give me an example of a time you had to persuade other people to take action. Were you successful?
QUESTIONS YOU MIGHT ASK

When asked by an interviewer if you have questions, it is not a good idea to be empty-handed. Remember to ask questions that will add to your knowledge base, not questions that should have been answered through basic research. Many of these questions are taken from or based on information taken from *Planning Job Choices: 1997, Four-Year College Edition.*

1. What qualities are you looking for in this position?
2. What is the most important responsibility? The least?
3. Where are the last three people who held the job working now?
4. What is your organization's biggest challenge?
5. What role would you like me to have in addressing this challenge?
6. To whom would I report?
7. What is my potential boss's background?
8. Who are the other people with whom I would work?
9. What are going to be my most important relationships: clients, customers, other employees?
10. How often are performance reviews given and how are they conducted? How do you measure my success in the first 3 months, 6 months, 1 year?
11. What is the work environment/culture like?
12. What learning or professional development opportunities are there?
13. What does it take to be very successful in this company?
14. How would you describe the management style of the company?
15. Why is the position open?
16. What goes on during a typical workday?
17. How much independent work is there? How would you describe the teamwork in this position?
18. What question do you have about my qualifications or background that would be helpful to clarify? (Asked near the end of an interview)
LEGAL ISSUES

When conducting a job search, you should know that federal regulations prohibit interviewers from making hiring decisions based on information gained through questions concerning age, national origin, race, gender, religion, citizenship, sexual orientation and certain physical data. Employers are prohibited from excluding applicants from employment consideration solely on the basis of any of the factors listed above. All interview questions must be related in some way to the job for which you are being considered.

**What to do if asked an inappropriate question:**
If you were asked, "I see you are wearing a ring on your left hand. Are you planning to get married within the next year?" How would you react? Are you prepared to respond to this or other irrelevant questions? Although it is up to you whether or not you answer the question, you might think ahead and plan a response.

One strategy for a response could be:

- My commitment to my work is strong and my personal circumstances would never interfere with my professionalism.
- I am willing to answer your question, but I am confident my marital status will not affect my performance (or my willingness to travel).

A possible confrontational response to the above question could be:

- With all due respect, I do not believe that your question is relevant to the challenges and responsibilities of this position.
- Whether I do or not certainly would not interfere with the way in which I'll do my job.
- Can you tell me how my marital status relates to the responsibilities of this position?

If you think you have been asked a discriminatory question, you may notify a CSO staff member to discuss the circumstances and to assist you in determining how you wish to handle the situation.

**Physical exam requirements:**
A medical exam may be required by an employer. If so, the exam follows an offer of employment and is customarily used for insurance purposes. The details of the exam are confidential. As long as your physical health will not prevent you from doing your job, with reasonable accommodation, you will pass the exam.

**Pre-employment drug screening**
A drug screen prior to hiring may be required. Currently such requirements are legal. Be aware that you may be asked to take such a test by a prospective employer.
Check out the Trinity College Career Services Homepage at http://www.trincoll.edu/dept/career