



Department of Education Students Channel – Immediate Office

Students Channel Interview Format

General Interview Format

1. Can you tell me about yourself?
2. Why are you interested in this particular area of work?
3. What interests you most about this job? What interests you least about this job?
4. What interests you about Student Financial Assistance?
5. Why are you looking for a job?
6. How long have you been looking for a new job?
7. Why did you leave your last job?
8. Have you ever been fired and why?
9. Were you ever let go from your job and felt that the reason was unjustified?
10. What didn't you like about your last job? What did you like about your last job?
11. What were your major contributions to your last job?
12. What did you think of your last boss?
13. Would you like to have your boss' job?
14. May we contact your employer?
15. Can you give us business and character references?
16. What are your long-term objectives? What are your short-term objectives?
17. How do you hope to benefit from this job?
18. What are your greatest strengths? What are your greatest weaknesses?
19. Why should we hire you?
20. You say you have What have you done that shows this?
21. What personal characteristics do you think are necessary for success in your life?
22. Can you tell me in what way has your previous/current job prepared you to take on greater responsibility?
23. How do you think this job will compare with others you have applied for?
24. Can you work under pressure? How do you handle pressure?
25. How do you get along with others?
26. How important do you think teamwork is? Tell us about a time where teamwork was essential.
27. If you had a choice, would you prefer to work alone or as part of a team?
28. How would you rate yourself on a scale of 1-10?
29. What is your feeling about working for a large company?
30. Can you delegate responsibility? Cite an example.
31. Do you have any handicaps?
32. What are your three greatest accomplishments in your career?
33. Have your objectives changed over the last few years? How and why?
34. Are you creative? Analytical?
35. Do you like to manage people? Do you like taking orders?
36. Can you tell me about a time where your work or one of your ideas was badly criticized?
37. Do you like to work? Why?
38. What kind of contribution can you make to our company?
39. Do you feel you are being fairly compensated at your present job? Why or why not?
40. How far do you feel you can go in this company?
41. How long do you envision yourself working for this company?
42. Would you be willing to take less money?
43. Would you clearly voice your opinion if you disagreed with the views of your boss or supervisor?
44. How would you deal with, say a supervisor who was unfair and difficult to work under?
45. Would you consider yourself a born leader?
46. How do you react to criticism?
47. Are you organized? Cite some examples.
48. What are your feelings about success?
49. What have I forgotten to ask?

Position Specific Interview Questions

Computer Specialist

- How does your experience and training qualify you for this job?
- What type of technical skills do you possess?
- How many years of experience do you have with Microsoft Office Suite (i.e. Access, Word, Excel, etc.)
- Give an example of the importance computer security.

Budget Analyst

- How does your experience and training qualify you for this job?
- Tell us about your experience working with budgets and budget control.
- You've been asked to identify possible budget reductions totaling 10% of the budget. How will you go about identifying these reductions?

Channel Administration/Staff Assistant

- How does your experience and training qualify you for this job?
- You've been asked to set up and coordinate a meeting. What actions will you take?
- Give us an example of your ability to work with confidential information.
- What are the different means by which documents may be filed?
- What types of organization skills do you possess?
- During lunch, you are alone in the office. A distraught person comes in and wants to talk to someone in charge. How will you handle this person?
- Your boss is on vacation. An employee from another section comes in and requests a file from your boss' desk. What will you do?

Human Resource Specialist

- Tell us about your qualifications for the Human Resources Professional position.
- What was the most difficult presentation that you've had to make? How did you overcome the difficulty?
- Give us an example of an instance when you had to coach someone.
- What was the most difficult or challenging recruitment effort that you coordinated? How successful were you?
- How would you advise a supervisor to counsel an employee on poor performance?
- Tell us about a situation in which you were required to work under the American with Disabilities Act.
- What are some of the forms of sexual harassment?
- How would you conduct a sexual harassment investigation?
- What would you do if you were given a new assignment to work with executive management, but not given any direction?
- Tell us about the different recruitment tools that you've used and what success you've had.
- Have you ever hired anyone?

Program Analyst

- How has your work experience qualified you for this job?
- Tell us about an assignment where you used your analytical skills to provide recommendations to management.
- Give us an example of your ability to work independently.
- What steps will you take to insure that your staff works together as a team?
- You've been asked to streamline the process by which engineering drawings are produced and distributed. What will you do?

Additional Interview Questions

1. Personal and Motivational Factors

- Please tell me about yourself.
- How would you handle rejection?
- Who or what had the greatest influence on your life?
- How would you describe yourself?
- What are some of the greatest personal challenges you have faced during your lifetime?
- What are some of your personal goals, and have you achieved them?

2. Skills and Abilities

- What skills and abilities do you possess that will help make you successful in today's job market?
- Please discuss some of your past leadership roles and your accomplishments in them.
- Please describe a frustrating experience from school or work, and tell me how you dealt with it.
- How do you interact with people around you (i.e. leadership, communication, socializing, etc.)?
- Why should our organization hire you?
- For you, what are some of the pros and cons of working on a team project?
- Have you ever supervised someone in a similar position with another organization?
- How would you describe your supervisory style?
- Who was the most difficult person you have ever dealt with, and how did you respond?
- How did you organize your time in school/work/play?
- What are your major strengths and weaknesses?
- What personal factors do you consider most important when evaluating yourself?
- In what organizational structure do you function best?
- What organizational techniques do you use on a daily basis to accomplish your academic, work, and social goals?
- Please tell me about your communication skills, your personal skills relevant to work experiences, and your problem-solving abilities.
- Please describe your leadership style.
- What skills and/or special qualities do you possess for this job that would make you stand out from other candidates?
- How well do you work with others?
- What skills and abilities do you bring to this job?
- Please list three personal attributes that you would like to improve, and tell me any efforts you've made to make improvements in these areas.
- What do you see as your greatest challenge when starting a new career?
- How would your friends describe you?
- What motivates you to put forth your greatest effort?
- In what areas are you working to improve?
- Who are two people you admire and respect the most, and why?
- What aspects of your job at the XYZ organization were most frustrating?
- If you could create the perfect job for yourself, what would you be doing?
- What is special about you that you feel would make you an attractive candidate for our organization?
- How would others describe your weaknesses?
- How do you organize your time?

3. Career Goals and Objectives

- What are your long rang goals and objectives?
- How are you preparing to achieve them?
- What are your goals and aspirations for the next three years? five years? ten years?
- What are your short and long-term goals?
- What are your standards of success/goals for a job?
- Are you goal oriented?
- Why do you think you would be good at this profession (sales, retailing, marketing, etc.)?
- Please describe your ideal job. Why are you interested in this industry/ profession/ occupation?

- What are your career interests? What work would you like to do that really interests you? In what environment do you want to work?
- What geographical location interests you most when working?
- Please tell me about your plans for the future.
- What is your timetable for achievement of your current career goals?
- Do you prefer theoretical or practical problems?
- Why do you want to work for XYZ company?
- In this organization, where do you see yourself in five years?
- Please tell me five things about yourself that would make you an asset to any organization that hired you.

4. Extracurricular Activities and College Experiences

- With what extracurricular activities have you been involved?
- Please tell me about your accomplishments in extracurricular activities.
- What have been your greatest challenges for improvement of a campus organization?
- What do you enjoy doing most? Please describe your most rewarding college experiences.
- Please cite examples of the challenges you experienced during your leadership positions with campus activities.
- If you could relive your college experiences, what would you do differently?
- What changes would you make in your overall campus life?
- During your campus activities, what positions did you hold?
- What were your major responsibilities in these organizations?
- What did you like best/least about these positions?
- Did you have an opportunity to work as a member of a team? If so, please explain.
- What were some of the problems you encountered?

5. Hypothetical Questions

- Are you creative? . . . I am writing a book entitled "101 Everyday Uses for the Common Red Brick." Can you give me five uses for the common red brick?
- What could you see as the major objectives of this job?
- If you were hired by our organization, how would you identify the major roles/responsibilities of your new position?
- What roles and responsibilities have you accepted in work, social, and other activities?
- What is your purpose in life?
- For what companies have you worked, and were they good or bad, and why?
- What have you admired in people who have previously supervised your work?
- What haven't you admired in these individuals? (In general, questions related to work ethic and value systems might also be posed.)
- In your opinion, what does it take to be effective in sales or marketing?
- What are your personal motivational techniques?
- How would you resolve conflict in a group situation?
- If you were given this assignment, how would you proceed?

6. Academic Programs and Achievements

- Why did you choose this major field of study?
- Why did you choose your particular college or university?
- What were your favorite college courses, those you liked most? Least? Why?
- Please tell me about accomplishments in your academic program that are relevant to your future career goals.
- What is your grade point average (GPA)? How do you feel about this?
- Should grades be used as an indicator of future career potential when an organization is considering new college graduates?
- What were your reactions to instructors or college faculty during your academic program?
- How would you relate your academic accomplishments to future career aspirations?
- How satisfied are you with your accomplishments in this academic program?
- What electives did you take outside of your major? Why did you choose these courses?
- What was the most difficult aspect of obtaining a college degree?
- What are your academic strengths? What courses gave you the most difficulty?
- If you could, what changes would you make in your school's academic program?

7. Work Experiences

- What prior work experiences have you had?
- What were your accomplishments in these prior work experiences?
- What were your most significant achievements?
- What problems did you experience while on the job?
- What would your last two employers say about you as an employee, either good or bad?
- What projects were accomplished during your time on the job?
- How were these accomplished? What experiences did you have when meeting deadlines for project completion? Explain.
- What can you tell me that you enjoyed most about your previous job experiences? Least?
- Can you tell me about your toughest job assignment?
- Please tell me about a conflict situation and how you resolved it.
- What life experiences have given you the greatest reward?
- What one experience proved to you that you would be a capable manager?
- Please elaborate on one of the work experiences listed on your resume.
- Please tell me about the duties/requirements of your last job.
- What did you see as your major strengths and/or weaknesses on this job?

8. Accomplishments and Achievements

- In addition to your educational and professional experiences, what else would you like us to know about you in order to make an appropriate decision?
- Please tell me about some of the accomplishments you achieved during college and which make you the proudest.
- How did you finance your education?
- What are your greatest achievements at this point in your life?
- Of what accomplishments are you most proud?

9. Relocation/Travel

- Are you willing to relocate?
- Do you mind traveling?
- How do you feel about relocating during a career with XYZ company?

10. Knowledge of the Organization

- Why did you select XYZ company?
- Why do you want our training program over others?
- What are your expectations of the XYZ company?
- Why do you want to work in the position you are seeking?
- What attracts you to this industry? Other industries?
- Why are you interviewing with XYZ company?
- What do you know about our company?
- Who else are you interviewing in your job search?
- Why did you choose to interview with our company?
- What personal qualities do you bring to this firm?

11. Salary and Benefits

- What starting salary do you expect as an employee?
- What company benefits are most important to you?
- How do you feel about an income made up totally of commissions?
- When comparing one company offer to another, what factors will be important to you besides starting salary? How important is starting salary to you when considering our company's job offer?