**SAMPLE INTERVIEW QUESTIONS**

In every interview situation, there are common questions that will be asked. Don't wait until the interview to decide your response! Be prepared and think through your answers before you arrive. You should write down your answers and practice with someone. Try to keep your answers brief, usually less than 2 minutes. Remember, **listening**, **confidence** and **quality of presentation** are the keys to successful interviewing.

1. Tell me about yourself.

2. Why do you want this job? Why do you want to work for this company?

3. What are your experiences working with people?

4. What are your qualifications?

5. How has your education / work experience prepared you for this position?

6. What do you hope to accomplish at this agency?

7. What would you like to learn here?

8. Have you done this type of work in the past?

9. What schedule will work for you?

10. What are your career goals? For the next 5 years? The next 10 years?

11. What are some of your strengths?

12. What are your weaknesses?

13. How do you define success for yourself?

14. How do you work with others?

15. Tell me about a time when you had to juggle your regular responsibilities and deal with a sudden priority?

16. Are you a leader ... a follower?

17. Is there anything you would like to add to close the interview?

18. Do you have any questions? YES! You should always have questions!

**SAMPLE QUESTIONS FOR YOU TO ASK OF AN INTERVIEWER:**

1. What do you like best about working at this agency?

2. What are the opportunities for advancement?

3. What do you think would be the most challenging experiences for an employee in your company?

4. What do you think would be the most rewarding experiences for an employee in your company?