



# Zeta Consulting

## Executive Search

### **Interview Questions To Ask and Answer**

**Prepare answers to these typical interview questions in order to have a confident conversation with the interviewer.**

1. Tell me about yourself
2. How would you describe your personality? Would others say anything different?
3. What do you know about our company?
4. Why do you want to work here?
5. Why are you looking to change positions?
6. What do you like most about your current job (or manager)? What do you like least?
7. What are your short-range objectives? Long range? Where do you see yourself in 5 years?
8. What job in our company do you want to work towards?
9. What were your five biggest accomplishments in your present (or last job)?
10. What are the five biggest accomplishments in your career?
11. Have you helped increase profits? How? Reduced costs? How?
12. How long would it take you to make a contribution to our company?
13. What are you really good at?
14. What do you think of your boss?
15. What do your subordinates think of you? Peers? Boss? Customers? What is the best thing (strengths) that your boss will say about you? What is the worst (improvement area)?
16. How much money do you want?
17. Do you prefer working with others or by yourself?
18. What kind of boss do you prefer?
19. Can you take instructions without feeling upset?
20. How did previous employers treat you?

21. What have you learned from some of the jobs you have held?
22. Can you get recommendations from previous employers?
23. Why did you choose to major in \_\_\_\_\_? Why that particular college?
24. Why did you choose your particular field of work?
25. What is there about this job (this company, this industry) that interests you?
26. In what type of position are you most interested?
27. What do you do in your spare time? What were your extracurricular activities in college? Now?
28. Do you like to travel?
29. What qualifications do you have that make you feel that you will be successful in our position?  
Can you do this job?
30. How would you describe success? Why are you the right person for this job? Why should we hire you?
31. What can you do for us that someone else cannot do?

Ask questions throughout the interview, show interest in the person conducting the interview and address any concerns about your background immediately. Typical questions to ask:

1. What skills do you feel are important to be successful in this position? Reconfirm strength or overcome a weakness.
2. What can I do if I am to start here to ease your workload or make an impact over the first few months?
3. What is it going to take for a person to come in and be successful at doing this job?
4. What are your plans for the company/department and where do you see US 2-3 years from now (mentally jump on board and join the team)?
5. Based on good performance in the current position, where could you see this opportunity leading 2-3 years from now?
6. What in your company has caused you to look outside for a person to fill this job?
7. Are there problems you are trying to solve by hiring from the outside?
8. Could you share with me a little about your background and why you decided to join this company? (People love to talk about themselves and it lets the person take off their interviewer hat for a moment).
9. What is the culture/environment like?
10. Can you give me any insight about the company (beyond what is on the website)?

11. What concerns do you have about my background that would prevent me from being a viable candidate?

**Other Questions to ask:**

1. What can I do to be of the most benefit to your company?
2. What responsibilities would you like this position to take over?
3. What are some of the objectives that you would like accomplished by the person in this job?
4. What other departments does this position interact with?
5. How much orientation and training will be provided?
6. Once I am trained, what additional responsibilities would you like me to take on?
7. What is your personal philosophy or style of management?
8. Why is this position open?
9. What direction will the company be taking in the next five years? What is the company's vision?
10. What kind of person will fit in best in this department?
11. What are the backgrounds of the other people in the department?
12. Why should someone be interested in your company? In this position?
13. If there were one thing you could change about the company (department), what would it be?
14. What characteristics or traits make someone a success at your company?
15. What does a typical workday or workweek consist of?
16. What are the major short and long range department and company objectives?
17. What one or two characteristics does the company feel are attractive about itself?
18. What outside influences effect the company's growth?
19. In what areas, does the company excel and which areas does the company need improvement?
- 20. Based upon what you have seen in me, where do you think I could contribute effectively?**