

1. What gives you the most satisfaction, personally and professionally?
2. Give me an example of extra efforts you've taken to achieve a goal.
3. Give me an example of a time when you had to address an upset customer, co-worker, or boss/employee. What did you do or say?
4. Who is your role model for building strong relationships?
5. What character qualities would your current/previous manager say are your strongest and your weakest?
6. Describe a recent problem you had with one of your manager's decisions. What did you do or say?
7. How do you fill downtime on the job?
8. Tell me about your last performance review. What improvements were recommended?
9. Can you describe a stressful situation in your current/previous job? What did you do or say?
10. Tell me about a time someone asked you for assistance with a matter that was outside of your job description. What did you do or say?
11. Tell me about a situation where deadlines and priorities constantly change. What did you do or say?
12. How do you know when you are stressed? What do you do to de-stress?
13. Describe the best team you've been a part of. What was your part in making the team effective?
14. Describe a time when you made a recommendation to improve processes and operations. What did you do or say?
15. Give me an example of a time you had to deal with a difficult co-worker/manager. What did you do or say?
16. It's late on Friday and you have plans to go away for the weekend. Your boss gives you a deadline of Monday morning for a project. What do you do?
17. Tell me about a time when your confidence was shaken. How do you maintain your confidence?
18. What has been the most challenging goal you've set for yourself and did not achieve?
19. How do you know your customers are satisfied with the service you are providing?
20. Give me an example of a time when you had to convince someone to adopt your idea.
21. Tell me about a time that was challenging for you to follow your own values, when there was pressure to do otherwise. What did you do or say?
22. How do you inspire others to take action?
23. Describe a situation where your leadership was lacking. What would you do differently?
24. What is your method for time management? What is the most challenging thing for you with time management?