

## Behavior-Based Interview Questions

1. Give me an example that demonstrates your ability to communicate effectively.
2. Tell me about a communication issue you had recently with someone at work and how you resolved the problem.
3. Describe how you communicated a suggestion to improve something at work to your supervisor to get him/her to accept it.
4. Describe a time when you had a disagreement with your supervisor or a coworker and how you resolved it. What would you do differently next time if presented with the same issue?
5. Tell about how you have helped a coworker solve a problem at work.
6. Describe how you handled a situation where a customer or parent was not satisfied with action that you took.
7. Describe a recent example of how you displayed leadership in your place of work.
8. Describe the process you use to make important decisions related to your work.
9. Describe a stressful situation you recently had at work and how you resolved it.
10. Describe how you set priorities when you have a large amount of work to do in a short period of time.
11. Describe how you manage time so you can get work or projects done by the deadline.
12. Tell me about a time you had to do more with decreased resources. How did you handle the work load and what was your behavior with coworkers?
13. Describe what you would do if your supervisor gave you an assignment or project you did not agree with.
14. Describe a new idea you contributed in your most recent position. What was the result?
15. You know that one of your routes did not go well in terms of student discipline and parents are unhappy about it. Your supervisor puts a note in your mailbox to see him/her. How will you approach the meeting and what will you say?

## Trait Related Interview Questions

1. What kind of experience do you have?
2. What accomplishments are you most proud of in your career so far?
3. Why are you interested in this job/organization?
4. Why did you leave your last position?
5. What was the most satisfying job you ever had and why?
6. What job duty do you least like to do?
7. Do you like working independently or as part of a team and why?
8. Where do you want to be in five years?
9. What are your strengths?
10. What are your weaknesses?
11. How would your former coworkers describe you?
12. If I contacted your current or former supervisor what would he/she tell me about your work performance?
13. How do you handle conflict?
14. When was your work performance last criticized and why?
15. What motivates you to do a good job?
16. What do you think would be the most difficult part of the job for which you have applied?

## Keep It Legal -- Questions NOT to Ask During an Interview

Questions asked during an interview should relate to the job. Even in friendly conversation with a candidate, it is unwise to get personal. Some of the following questions might seem quite innocent but according to fair employment practices and equal opportunity guidelines, all are off limits.

1. Are you married?
2. What is your maiden name?
3. Do you wish to be addressed as Mrs., Ms., or Miss?
4. How old are you? This includes any inquiries about dates of graduation from high school or college.
5. Are you a U.S. citizen?
6. Is your family dependent upon you working?
7. Do you have to work?
8. Where do your parents live?
9. What kind of name is that?
10. Were you in the military service?
11. Where were you born?
12. Have you ever been a member of a union?
13. Have you ever been arrested?
14. Where do you go to church?
15. When did you come to the United States?
16. What clubs, organizations, and societies do you belong to?
17. Who will take care of your children while you are at work?
18. Have you ever been in trouble with the law?
19. Do you own your own car?
20. Have you ever had your wages garnished or declared bankruptcy?
21. Do you have a disability?
22. How often do you drink alcoholic beverages?
23. What do you like to do on a Saturday night?
24. What does your husband think about you working?
25. How many children do you have?