

Sample Interview Questions

The following questions are for study purposes only and may not be asked at your actual interview. The questions serve as examples to assist you in identifying relevant situations and achievements that can aid in answering potential questions you may be asked at your interview.

Education and Training *(include relevant life experience)*

- Tell us how your education and/or training has prepared you for this position.
- How does your education relate to your career?
- Please describe the various software programs you are proficient in using. Give us examples of how you have used them.
- What training have you received that qualifies you for this job?

Work Experience

- Tell us how your previous work experience has prepared you for this position.
- Describe a situation where you were asked to do something that you had never attempted previously. What was your initial response? What action did you take?
- In your previous position, what task(s) did you find most challenging? What did you do to ensure you executed the task(s) at a high level?
- Based on your understanding of the duties of this position, please describe any work experience you have that is relevant.

Job Interest/Motivation

- How do you feel the services provided by (hiring department) assist the community?
- Why do you want to work as (position).
- What interests you about working for the Shasta County?
- Why are you interested in the position, and how do you feel this job fits in with your career goals?
- What did you do to prepare for today's hiring interview?

Communication

- Tell us about a challenge or conflict you have faced at work and how it was resolved.
- Tell us about a time when a customer asked you a question you did not know the answer to. What did you do? What was the result?
- Please give an example of a co-worker, supervisor, or client you had difficulty communicating with and explain how the situation was resolved and how you might do things differently if it were to happen again?
- Have you ever had to share an idea that your colleagues did not support? Were you able to convince them of its validity?

Comprehension of the Position

- Tell us what you know about the (Program/Position).
- What is your understanding of the functions of the (department).
- What do you see as your biggest challenge about this position?
- What makes you a great candidate for this position?
- What kind of environment would you like to work in? Do you prefer to work alone or as part of a team and why? Do you like a lot of direction, or do you prefer to make decisions about how you accomplish a task?
- What tools would you consider most important to be successful in this position?