

## Suitable for Phone Interviews

1. What was your very first job?
2. Describe your strengths
3. What have you found to be the most effective way of communicating an idea?
4. Tell me about a leadership role you have held
5. What do you believe to be one of your weaknesses?
6. If you could do it over again, what would you change about your life?
7. How would people you have worked with describe you?
8. How do you go about checking the accuracy of your work?
9. Tell me about your goals and ambitions
10. What achievement are you most proud of?
11. Tell me about your educational history
12. What did you like the best about (high school/college)? What did you like the least?
13. What do you like best about your current (or most recent) job?
14. Tell me about the interaction you have/had with your supervisor on a day to day basis
15. What did you like or dislike about your supervisor's management style?
16. How would you evaluate your work performance in your current job?
17. If you could change something about your current job, what would you change?
18. Why have you left previous employers?
19. Why are you interested in working for OWU?
20. What do you know about the position you have applied for?
21. I have just described the position you have applied for. What abilities or training or experience do you have that makes you feel you will be successful in this position?
22. The essential duties of the position include\_\_\_\_\_. Can you perform these functions?
23. Sometimes this position has a lot of deadlines. Tell me about a job you had where you have worked independently to complete your assigned tasks?
24. What do you find most difficult about meeting deadlines? Tell me about a time you failed to meet a deadline.
25. Tell me about the largest or most important project you have ever worked on.
26. If you have multiple projects going on, how do you prioritize them to ensure the appropriate deadlines are met?
27. Describe a job or project you worked on alone. What obstacles did you encounter and how did you overcome them?
28. Now tell me about a job or project where you had to work with others as a team. How were the responsibilities divided? What are the pros and cons of working on a team project?
29. Tell me about a time you went "above and beyond" for a customer or client.
30. Will your current employer say you were always on time for work?