



SAMPLE INTERVIEW QUESTIONS

General

- What interests you about this position?
- Tell me what you already know about our agency?
- What might you find challenging about this position?
- How would you describe your work style?
- How have your experiences prepared you for this position?
- What do you think it takes for a person to be successful in this position?
- What personal characteristics do you think are necessary for this job?
- How would you describe your ability to work as a member of a team?
- What do you expect to be doing in five years?
- Have you ever had difficulty with a supervisor? How did you resolve the conflict?
- Tell me about a problem you recently handled. Were you successful in resolving it?
- What personal weakness has caused you the greatest difficulty at work?
- Tell me about the salary range you are seeking?
- Describe an instance when you had to think on your feet to get out of a difficult situation?
- Tell me about a time when you had to go above and beyond the call of duty in order to get a job done?
- Describe some times when you were not very satisfied or pleased with your performance. What did you do about it?
- What kind of supervisor do you work best for? Provide examples.
- Describe a situation that required a number of things to be done at the same time. How did you handle it? What was the result?
- How do you determine priorities in scheduling your time? Give examples.

- Give an example of when you had to work with someone who was difficult to get along with. Why was this person difficult? How did you handle that person?
- What was the most significant contribution you have made at your last job?
- If you had to work with someone you did not like or did not like you, how would you handle it?
- What is your understanding of harm reduction? How would you apply the harm reduction approach to ...(provide situation)?
- If you had a client who was resistant to using condoms what questions might you ask him/her? What options could you offer?
- What harm reduction options could you offer to an MSM that engages in unprotected anal sex when he is drunk or high?
- What would it be like for you to work with folks who are actively using drugs? Why do you think people use drugs?
- What would you talk about with an HIV-positive client who does not disclose his/her status to sexual and/or needle-sharing partners?

Behavioral

Decision Making and Problem Solving

- Give me an example of a time when you had to keep from speaking or making a decision because you did not have enough information.
- Give me an example of a time when you had to be quick in coming to a decision.
- Give me a specific example of a time when you used good judgment and logic in solving a problem.
- Give me an example of a time when you used your fact-finding skills to solve a problem.

Difficult Situations

- Tell me about a recent situation in which you had to deal with a very upset customer or co-worker.
- Tell me about a difficult decision you've made in the last year.
- Please tell me about a time you had to fire a friend.
- Describe an instance when you had to think on your feet to extricate yourself from a difficult situation.
- Describe a time when you set your sights too high (or too low).
- Tell me about a time when you missed an obvious solution to a problem.
- Give me an example of a time when you tried to accomplish something and failed.

Leadership

- Give me an example of a time when you motivated others.
- Tell me about a time when you delegated a project effectively.
- What is the toughest group that you have had to get cooperation from?
- Have you ever had difficulty getting others to accept your ideas? What was your approach? Did it work?
- Give me an example of when you showed initiative and took the lead.

Decision Making

- Give me an example of a time when you had to make a split second decision.
- Tell me about a time when you were forced to make an unpopular decision.
- Describe a time when you anticipated potential problems and developed preventive measures.

Motivation

- Describe a situation when you were able to have a positive influence on the action of others.
- Tell me about a time when you had to go above and beyond the call of duty in order to get a job done.

Communication

- Tell me about a situation when you had to speak up (be assertive) in order to get a point across that was important to you.
- Have you ever had to "sell" an idea to your co-workers or group? How did you do it? Did they "buy" it?
- Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.
- Tell me about a time you were able to successfully deal with another person even when that individual may not have personally liked you (or vice versa).

Conflict Resolution Skills

- What is your typical way of dealing with conflict? Give me an example.
- Tell me about a time you were able to successfully deal with another person even when that individual may not have personally liked you (or vice versa).
- Give me a specific example of a time when you had to conform to a policy with which you did not agree.

Interpersonal Skills

- What have you done in the past to contribute toward a teamwork environment?
- Describe a recent unpopular decision you made and what the result was.

Planning and Organization

- How do you decide what gets top priority when scheduling your time?
- What do you do when your schedule is suddenly interrupted? Give an example.
- Give me an example of a time when you set a goal and were able to meet or achieve it.
- Tell me about a time when you had too many things to do and you were required to prioritize your tasks.

Other Behavioral Questions

- Give me an example of an important goal which you had set in the past and tell me about your success in reaching it.
- Describe a time when you were faced with a stressful situation that demonstrated your coping skills.
- Please discuss an important written document you were required to complete.

Situational

- Describe a situation where there was conflict in the workplace? How did you respond and why?
- Describe a challenging client you had to work with. How did they challenge you? How did you respond and why?
- You are supervising a good performing employee who is chronically late. How would you intervene and why?
- You just spent 15 minutes doing risk reduction planning with someone in a club setting. When you are done, they ask you out for coffee. What would you do and why?
- DPH is coming to review your files. You are new to the job and discover that your predecessor did not keep good files. What would you do and why?