

# Sample Interview Questions for Student Employment



Choose questions from the list below that best fit with your student position.

## General

- Tell me/us about yourself.
- Why did you apply to this position?
- Give an overview of your previous work experience.
- What skills and qualifications do you possess that will make you successful in this position?
- What are your strengths? Weaknesses?
- What made you decide to choose your particular field of study?
- What courses have you liked best? Least? For what reasons?
- Describe your ideal supervisor.
- What challenges might you face in this position?
- Why should we hire you?

## Character Traits/Personality

- How do you (or will you) balance your job with your coursework?
- If I asked your friends to describe you, what would they say?
- Tell me about a time you made a mistake on the job. How did you remedy it?
- What motivates you to do a good job?
- What have you done that shows initiative?
- How would you describe your work style? Do you prefer to work alone or in team?
- What is the best (most constructive) criticism you have ever received?
- What do you like to do for fun?

## Communication Questions

- Tell me about a time you had to adjust your communication style to accommodate the style of another? What was the outcome?
- Would you rather do a written presentation or a verbal presentation? Why?
- In a new environment like a new job or new class, how do you meet people and develop relationships with your classmates, coworkers, and/or supervisors?
- What does professional communication mean to you? (In person, over phone, email... etc.)

## Situational

- Tell me about a time you were given a task to complete but you did not have the tools necessary to complete the task. What did you do?
- Not all parts of a job are fun or challenging. What tasks fall into this category for you and how do you motivate yourself to complete these tasks?
- Discuss a time where you had to deal with someone who was angry or upset -- a customer, coworker, or classmate. How did you handle this situation?
- Describe a time when were faced with problems or stresses on the job. (What were your coping skills?)
- How would you deal with an situation in which you are assigned two different tasks by both your boss and the person above your boss in which they overlap?

## Customer Service Questions

- What does great customer service mean to you?
- How do you know you have truly met a customer's needs?
- A student approaches your desk, the phone is ringing, and your boss is calling you into his/ her office. What do you do first, and why?
- You're not sure how to help a customer. What do you do?

## Illegal Interview Questions

It is against the law to ask questions related age, race, religion, national origin, marital status, family status, disability and other topics that may lead to discrimination. Here are examples of questions that you CANNOT ask.

ILLEGAL QUESTION	REASON
✗ How old are you?	age
✗ When did you graduate from high school?	age
✗ Do you go to church?	religion
✗ Are you pregnant?	family status
✗ What is your height/weight?	personal
✗ Are you married or do you have a partner?	marital status
✗ Do you wish to be addressed as Mr., Ms...?	gender
✗ What are your child care arrangements?	family status
✗ Do you have any disabilities?	disability
✗ What is your race?	race

**Student Candidate Tracking: Technical and Logistical Interviewee Information**

Student Name	CWID	FWS-eligible?	SSN on file?	Schedule/Availability	Off-campus job?	# of Credit Hours	Graduation Date	Major

You may use this interview chart to compare interviewees.