

# 20 good interview questions

Once your core values are developed, use them as a guide to interview questions that will help you assess how candidates will work within your culture. Here are some sample questions:

- Describe a time you had difficulty communicating with a customer or co-worker. What did you do to address the situation? What was the result?
- Describe a situation where you had to confront someone. How did you approach the individual? What was the outcome?
- Tell me about a time when you were faced with a nearly impossible deadline and it looked like you wouldn't make it.
- Can you speak to a time when your schedule was suddenly interrupted and how you handled it?
- How do you determine priorities in scheduling your time? Can you provide examples?
- Describe an accomplishment that has given you significant satisfaction.
- Talk about a project or idea that was implemented primarily because of your efforts. What was your role? What was the outcome?
- Describe the most creative work project you've completed.
- Tell me about a time when you had to deal with conflict at work.
- Can you talk about a time when you had to bend the rules to get the results you needed?
- Give me an example of a time you made an error — how did you handle it?
- Have you had to make a decision when there wasn't enough time to gather all the information?
- Give me examples of what you have done in the past to nurture teamwork.
- What motivates you?
- What do you do to manage stress?
- Talk about a time when you had to help a co-worker understand a task. How did you assist? What was the result?
- Share an example of when you took the lead on something even when you weren't the designated leader?
- Do you ever get bogged down in the details?
- What tactics do you use to get your work done?
- Can you share an example of when you had to work with a team to accomplish an important goal? What was your role?
- Describe a time when you had to deal with a difficult person or situation at work.



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