

CYBER TECH CAREER COLLEGE

JOB INTERVIEW QUESTIONS

PERSONAL INFORMATION:

| | | |
|-------------------------------------|---|-----------------|
| LAST NAME: | FIRST NAME: | MIDDLE INITIAL: |
| STREET ADDRESS: | P.O.BOX: | NIB NUMBER: |
| E MAIL ADDRESS: | CELL PHONE: | HOME PHONE: |
| WHAT POSITION YOU ARE APPLYING FOR: | DESIRED SALARY: <small>You must put a \$ amount Please do not put negotiable</small> | |

1. What interest you about this job and why do you want this job?

2. What applicable attributes/ experience do you have?

3. Are you overqualified for this job?

4. Why are you the best person for this job?

5. Why should we hire you, what do you know about this company, why do you want to work for this organization?

6. What challenges are you looking for in a position that and what can you contribute to this company?

7. Are you able to work Saturday? ___ Yes ___ No

8. Are you able to work shifts sometimes up until 9:00p.m. in the evening? ___ Yes ___ NO

9. Are you computer literate? If yes explain your skills ___ Yes ___ No

10. Are you a people's person? Do you have a pleasant personality? Do you get along well with co-workers? Please explain

11. Have you ever been fired from a job? ____ Yes ____ No. If yes please give reason with full details.

12. Have you ever used QuickBooks software in a work environment? ____ Yes ____ No

13. Can you draft business letter? If yes explain ____ Yes ____ No

14. Where do you see yourself in the next three or five years?

15. Have you gone above and beyond the call of duty? If so, how?

16. What do you do when your schedule is interrupted? Give an example of how you handle it.

17. Have you handled a difficult situation with a boss/co-worker? How?

18. Tell me about how you worked effectively under pressure.

19. What did you like most about your last position?

20. What did you like least about your last position?

21. What does customer service mean to you?

22. What can you bring to the company?

23. What skills would you bring to the job?

24. What do you want to accomplish in the first 30 days of this job?

25. Are you more of a leader or a follower?

26. Out of all the candidates, why should we hire you?

27. Are you comfortable speaking to crowds or appearing on radio/television?

28. What Other Companies Are You Interviewing With?

29. Why Are You Leaving Your Current Job?

30. What questions do you have for me?