



1. What aspects of your previous position did you find professionally challenging?
2. What do you do on an ongoing basis to keep your professional skills up to date?
3. Give an example of the type of work experience you have had on a day to day basis with the public.
4. Give an example of a complex problem or issue you have faced. How did you solve the problem?
5. Give an example of how you organize your assignments?
6. Give an example of a time when you were able to help an angry customer with a problem.
7. What has been your most rewarding experience dealing with customers?
8. What particular skills or experiences make you the best match for this position?
9. What steps do you generally follow in making a decision?
10. Tell us your experience in working with others of diverse background from yours. How did you handle differences that come from different backgrounds?

Asking Specific Questions About the Job:

EXAMPLES ARE AS FOLLOWS:

NON-EXEMPT JOBS:

HOUSEKEEPER

- What are key tasks of a housekeeper?
- How do you manage to complete multiple housekeeping tasks in a single day?
- Are you familiar with chemical cleaning precautions?
- How well do you work in a team?
- What are your personal strengths that help you as a housekeeper?

ADMINISTRATIVE ASSISTANT

- Describe how your work experience relates to this job?
- What software packages are you proficient in?
- What experience do you have in planning meetings?
- Describe how you handled your manager's work schedule?
- What kind of inquiries did you have to respond to?



EXEMPT JOBS:

MANAGER

- Describe how you managed a problem employee?
- How do you evaluate success?
- How much leeway do you give your employees to make decisions? How do you still maintain control?
- How do you make sure your employees are accountable?
- What operating systems do you use to monitor and maintain control of your area of accountability?

ACCOUNTANT

- Why do you want to be an Accountant?
- Tell me about a time when you had various tasks to complete in order to meet accounting deadlines.
- Any accounting function must be completed precisely. Describe the skills and tools you use to ensure that your tasks, reports, projects are completed precisely with complete attention to detail.
- Accurate accounting relies on effective communication within the accounting department as well as with other departments. Describe an example of the effective communication necessary to complete an Accounting function.