

# Jayobi.com Interview Questions

## **General Questions**

1. What are your three most important accomplishments thus far in your career and how did you go about achieving them?
2. What is it you like best about your present company and your responsibilities there?
3. What is it about your current company you don't particularly like or agree with?
4. How would your co-workers describe you?
5. How would your family and friends characterize you?
6. What kind of salary are you worth?
7. What are your weak spots in your work habits? What are you doing to overcome them?
8. Tell me what you consider your greatest abilities and how they will help you in this job.
9. How do you know when you've done a good job?
10. Are you creative? Give an example(s).

## **How Do You Resolve Problems**

11. In your present position, what problems have you identified that previously had been overlooked?
12. What kinds of people do you find it difficult to work with? How successfully have you worked with them?
13. Describe a situation(s) where your judgment proved to be valuable.
14. What are some of the difficult decisions you have made?
15. Describe a situation in which your work was criticized.

## **How Do You Communicate**

16. How do you handle a subordinate's poor decisions or those with which you do not agree?
17. How do you criticize others?
18. What makes you effective in person-to-person or small groups?
19. How do you communicate with individuals who work with you?
20. How would you improve your communication skills?
21. Do you normally seek advice from others?
22. Do you consider yourself a good listener? Why?

## **What Motivates You**

23. What kinds of people and things motivate you? Describe your ideal work environment.

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24. Who is the worst boss, subordinate, colleague with whom you have worked?
25. Who is the best boss, subordinate, colleague with whom you have worked?
26. What are your short range objectives?
27. What are your long range objectives?
28. What do you look for in a job?
29. What other types of jobs are you considering? What companies?
30. How long would it take you to make a contribution to our firm?
31. What aspects of your previous job(s) have you disliked?
32. Do you work better under pressure, deadlines, etc., or with time to plan and organize?
33. What would your colleagues/boss say about your drive?
34. Are you more inclined to ask forgiveness or permission?
35. Have you ever left a position because the standards set were not high enough?
36. Are you prepared to "bend" to achieve the objectives?
37. What is more important - completing a job on time or doing it right?

### **What Are Your Interpersonal Skills**

38. What kind of relationship and atmosphere do you prefer to maintain with colleagues and subordinates?
39. Are you good at giving your subordinates feedback? How so?
40. How much staff turnover do you have?
41. If hired, how would you treat older subordinates?
42. How do you try to develop the weaker members of your group?
43. Which subordinates of yours have been promoted?
44. How would you describe your impact on your company?

### **What Are Your Administrative Skills**

45. Describe how you allocate your time during a typical day.
46. How do you set your priorities?
47. How do you assign a task and what controls do you use?
48. What type of tasks do you feel you cannot delegate?
49. Could your team carry on without you? How?
50. Do you work in an environment where there are many crises?