

Sample Nonexempt Interviewing Questions

- Give me/us an example of a time when you were particularly effective in communicating with another person. What did you do?
- Describe a time when you exceeded expectations (on a job, in a class). What did you do to make this possible?
- Share with me/us a time when you were disappointed with your performance. Describe the situation. How did you handle it?
- Give me/us an example of a large project that you broke down into smaller steps. What errors occurred when you broke down the project? What did you learn from those mistakes?
- Sometimes to do something better we have to change our behavior, methods, attitude, etc. Describe a situation where you had to change to do better and what did you change?
- Describe an experience which required an enormous amount of flexibility on your part. How did you handle it?
- Give me/us an example of a time when you were particularly effective in communicating with another person. What did you do?
- Tell me/us about an experience when you had to delegate important work to others. How did you handle it? How did you ensure quality output?
- Describe a situation where you had to work with a person you disliked. How did you handle it?