



Leading Advisor Hiring System Live Interview Questions

1. Opening Questions

- Tell me about yourself. (It's an open-ended request, designed to elicit insight into what kind of a person the candidate is.)
- Why are you looking for a job? Why are leaving your current position? What unique experience or qualifications separate you from other candidates?

2. Career Path

- Where do you see yourself six months from now?
- Where do you see yourself a year or two from now?
- What job would you like to work toward in our company?
- If you could have any job in our company, which would it be?
- How do you define a successful career?
- How will this job help you reach your long-term and career goals?

3. Level of Interest

- What do you know about our organization and industry?

4. Motivation

- Give a specific example of how you have worked independently and under pressure to get the job done and meet a deadline.
- Tell me what you have studied and learned to improve the understanding of your last position.
- Give examples of how you manage your time and make decisions.
- In a situation when your manager is unavailable, how have you proceeded with a project when all the information is not readily available to you.
- Provide me with an example of where you have had to isolate yourself from co-workers in the office to focus and complete a project with a deadline.
- Explain the benefits of working independently, or working collectively as a team. What situation do you prefer and why?

5. Environment - looking for a candidate who enjoys working in a smaller office setting with an entrepreneurial spirit.

- What is your ideal work environment?

6. Ability, Suitability

- What would you change about your current job?
- How do you handle repetitive tasks?
- What are you looking for in your next job?
- What are the personal qualities this job demands?
- What aspects of your job do you consider the most crucial?

7. Willingness

- What role do you play in ensuring a smooth working environment when your boss is away?
- What have you done to go beyond the call of duty to get a job done?

8. Flexibility

- What type of people do you get along with the best?
- How many projects can you handle at a time?
- How do you prioritize your projects?
- When have you rescheduled your time to accommodate an unexpected workload?

9. Teamwork

- How do you handle conflict?
- Have you ever worked with a group like this before?
- How do you establish a working relationship with new people?
- Tell me how you see your responsibilities as a group member.
- Have you ever had to stifle your normal behavior to get along with someone?
- How do you define a conducive work atmosphere?

10. Manageability

- How does your boss get the best out of you?
- What do you think of your current boss?
- Describe the best manager you ever had. Describe the worst manager you ever had.
- Tell me about the kind of rewards that make you feel adequately

recognized for your contributions.

- How could your boss do a better job?
- In what ways has your boss contributed to your reasons for leaving your job?

11. Planning, Organization

- Describe your method for keeping track of important matters.
- How do you plan your day?
- How would you plan for a major project?
- Do you set goals for yourself?

12. Assertiveness

- Sometimes it is difficult to know when to quit. Describe an experience in which you were too persistent / not persistent enough. What happened?
- What was the most difficult interpersonal situation you encountered in this position? How did you handle this?
- How have you gotten around obstacles that prevented you from completing projects? Describe an obstacle and what you did to get around it.

13. Attention to Detail

- Describe a situation or process that required your close attention to detail or adherence to prescribed procedures. Give an example when your close attention paid off.
- It can be difficult to attend to every detail of an assignment. Tell me about a time when this happened to you.

14. Follow Up

- Have you ever followed up on tasks and activities that had specific due dates? Tell me about one of these situations.
- How do you make sure that your company meets due dates for vendors or consultants? Tell me about a specific situation.
- Have you ever needed to contact vendors to check the status of files? Tell me about one of these situations.
- How do you make sure that due dates are met for work that you send out? Give some examples.
- What systems do you use to keep track of what's going on with case files? Tell me how you've used one of these systems.

15. Judgment

- Describe some recent work related problems and the decision you made to solve them.
- Think of a recent decision you made that was good and one that wasn't as good. What did you do differently in making these decisions?

16. Initiative

- What changes have you tried to implement in your area of responsibility? What have you done to get them under way?
- What has been your biggest achievement at _____? What steps did you take to achieve it?

17. Decisiveness

- Describe a time when you had to make a decision when you really would have preferred more information.
- Occasionally, most of us have had to make quick decision. Tell me about some of your quick decisions, and the outcomes.

18. Resilience

- How have you reacted to criticism from your manager? Give an example.
- How have you reacted to customers' criticism of your products or services? Give an example.

19. Integrity

- It is often easy to blur the distinction between confidential information and public knowledge. Have you ever been faced with this? What did you do?

20. Closing Questions

- What are your salary requirements?
- Why are you interested in this position? Our company?
- What would your former boss/colleagues say about you?

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