# Sample Interview Questions

Listed below are 15 sample interview questions. You don't have to ask all of these questions in the interview, but instead can select the questions that are most appropriate to the position begin filled. Each candidate for a particular position should be asked the same questions. You may want to develop specific questions related to the position that is being filled or the skills that are required. These might include more detailed questions about technical expertise, clerical qualifications or management skills.

1. Explain your education and work experience, and how this relates to the position.

2. Have you had any jobs where you have had to answer questions for people who might be angry or upset? Do you think there is a good way to handle such situations?

3. Have you ever had to decide what work should be done first? How would you go about setting priorities if you have five jobs that people wanted finished immediately?

4. Have you had any experience paying bills and keeping budget records? Describe.

5. If you were selected to fill this vacancy, how soon could you begin work?

6. Is there anything you would like to tell us that you think would help us make a decision on employment?

7. Why do you want this job? What are your long range career goals?

8. How do you handle stress on the job?

9. Would you consider yourself a self -motivated person? Why?

10. How do you feel about supervising others? Have you had any management or supervisory experience?

11. How familiar are you with Conservation Districts?

12. Occasional attendance at night meetings or overnight functions is a requirement of the job. Does this cause you any problems?

13. Please describe any experience you've had speaking before groups? Adults? Children?

14. What kind of experience have you had writing reports?

15. Do you have any questions about the job?