

# A Better Job Interview Questions and Techniques Question Booklet

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## **Word from the editors:**

This book is dedicated to those who are job seekers or employers for a reference when they are preparing for a job interview. You are free to distribute this book to those who are interested in the content.

We consolidated and extracted the 101 questions from 1000 questions we have researched from our candidates and employers in the past three years' preparation.

This book would be kept constantly revised. You are advised to join our newsletter to be kept informed of the latest revision. Simply send a blank email to [joinmail@itotalsearch.com](mailto:joinmail@itotalsearch.com) to subscribe our newsletter.

Any comments? Please send to [editor@itotalsearch.com](mailto:editor@itotalsearch.com)

A job interview can last anything between 30 minutes to more than two hours. Apart from verbal discussion, interviewee may also be requested to perform specific writing test and demonstrate public speaking skills to assist in the assessment.

We are here to help. We hope you find this book useful.

From the desk of  
Damen L.C Choy  
Editor

**◆ THE 101 QUESTIONS.....**

***For the opening:***

1. Why do you think you are fit for the job?
2. Why do you come to this job application?
3. How do you convince me that I should make the offer to you?
4. Why do you want to quit the present job?

***Your History:***

5. Why did you pick your particular college/school?
6. Why did you take your study overseas? Did you learn anything there?

***Your Language:***

7. Do you speak French, Spanish, and Mandarin or other languages...?
8. What about the writing of other languages?
9. Do you do public speaking in other languages rather than your first language?
10. Do you think your public examination results reflect your language ability?

***You reference sources:***

11. Can I contact your ex-boss/previous customers for reference checking?
12. What would your references say about you?
13. Can I contact any one who knows you well in your field for reference checking?

***Personal Questions:***

14. How would you describe yourself?
15. What specific goals, including those related to your occupation, have you established for your life?
16. Why did you choose your present career?
17. Why did you change your career?
18. What do you think is your strength and weakness?
19. What plans do you have for further study?
20. Name three most influencing people in your life?

***Your personal character:***

21. What would you take to attain your goals?
22. How do you work with your team members?
23. Are you a good team member?
24. What is your usual role in your team?
25. How do you manage obstacles?
26. Do you enjoy working with others or prefer to work alone?
27. Do you consider yourself to be goal-driven?
28. Are you satisfied with a stable environment or do you always dream on more challenges?
29. Are you serious about money?
30. How do you choose your job? Monetary Rewards or challenges, opportunity to learn?

***Your career mind and/or your future planning***

31. What is your career goal within the next 5 years?
32. Do you have any specific study plans, self-improvement plans?
33. What is the most important personal goal in your career now?
34. Do you think you are looking for learning or contributing in your next job?

***Your leadership skills***

35. How do you make sure your staff performs as per your expectations?
36. What do you do if your staffs do not perform as per your requirement?
37. How do you deal with conflicts among your staffs and/or you?
38. If your staffs were asking for more delegations for a job, how would you follow up?
39. If some other colleague in other departments dislikes your staff, how would you handle?
40. Do you have any experience in reaching a decision quick without much information? How do you feel about that?

***Your desire to succeed***

41. How do you determine or evaluate success? Give me an example of one of your successful accomplishments
42. What has been your most rewarding accomplishment?
43. Would you take more risk if you find a way to achieve greater achievement?

***Your senior management skills***

- 44. Would you talk to your boss frequently in your day-to-day work?
- 45. Would you communicate effectively to other senior managers in your job?

***Your industry knowledge***

- 46. Do you know any players in my field?
- 47. Do you know who is the biggest player in our field ?
- 48. What do you think is the most threatening competitors in your field? Why?
- 49. How do you find your present company market positioning?

***Your personal ability***

- 50. Do you have affinity with numbers?
- 51. Can you tell me the populations in your living district?
- 52. Can you manage stress/pressure?

***Miscellaneous common sense questions***

- 53. Do you know which the World three biggest economic bodies are?
- 54. Do you know the World three mostly traded currencies?

***Customer handling skills***

55. If your customers complain you to your boss, what would you do?
56. If your customers complain your staffs, what would you do?
57. If you know that the fault is on your customers while doing customer services, what would you do?
58. If your boss because of a serious customer complaint questions you, how would you handle?

***Technical Related Questions:***

59. How are your technical skills in a particular area?
60. How do you manage to get your job skills in your career?
61. Do you have any interest in pursuing different technical knowledge other than job related one?

***Job function related questions:***

**Sales:**

62. What is the overall achievement of sales quota in your past five years?
63. How do you manage to achieve your sales quota?
64. Do you plan to achieve your sales quota or to exceed it?
65. If you were lagging behind your sales quota, what would you do?
66. What is the technique you use in the cold calling?
67. How do you manage your sales staff to make sure they achieve the sales quota?
68. What do you think is the most important elements of being good sales personnel?
69. Do you know what a selling cycle is?

70. How do you manage to close a deal?
71. Do you need the help from senior management when closing a deal?

### **Accounting/Finance**

72. What do you think is the most important element in managing a company financial status?
73. Are you willing to work overtime/ad-hoc for accounting reports?
74. Are you sensitive to numbers?
75. How do you manage your accounting staff?

### **Marketing**

76. Do you manage the marketing budget of your present company?
77. What do you think is the important element in managing a successful marketing event?
78. How do you make sure that your working parties are going to deliver what you expect in a marketing event?
79. How do you manage to meet a deadline in managing marketing functions?

### **Engineering/Support**

80. What would you do if you encounter a technical problem?
81. If you get involved in a difficult technical trouble-shooting task, what do you do?
82. How would you make use of the vendor's resources in your technical support job?
83. How would you deal with a complex project assignment?
84. How do you think if a support department is a profit centre rather than a cost centre?
85. How do you get updated your technical skills?

### **Project Management**

86. How you co-ordinate with various parties (external/internal) in dealing with your project
87. How do you make sure the performance of various parties in your project team is achieving your goals?
88. If you team mates commit mistakes in the project deployment, would you take the blame to them? How do you manage that?

### **System Analyst/Programmers**

89. Can you tell me the System Development Life Cycle?
90. Do you have any special tools in programming management?
91. Do you have specific tools in writing the system specifications?
92. How do you communicate with your Project Manager, System Analyst, and other programmers?

### **General Management**

93. What are the critical elements in managing the operation of a company?
94. What is the different technique you use in managing different people of different functions?
95. Do you practise delegations?
96. How do you manage an operation so as to turn it into a profitable organisation?
97. When some of your staff has committed wrong doings, what would you do?
98. How do you deal with poor performers in your company?
99. Do you think appraisal systems help in your management?
100. How do you rely on marketing intelligence in guiding your company direction?
101. How do you deal with rumours in your company?

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**[editor@itotalsearch.com](mailto:editor@itotalsearch.com)**

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