

The key to conducting a successful interview is preparation. Prior to the interview, sit down and brainstorm a list of thoughtful questions to ask each of the candidates. Avoid asking questions that could lead to a bias in hiring. It is illegal to ask a candidate questions about their:

- Race, Color or Nation Origin
- Religion
- Sex, Gender Identity, or Sexual Orientation
- Pregnancy status
- Disability
- Age or Genetic Information
- Citizenship
- Marital Status or Number of Children

Here are some commonly asked interview questions to help get you started:

1. Tell me about yourself.
2. How would others describe you?
3. What are your greatest strengths? Weaknesses?
4. What type of work environment do you prefer?
5. How do you deal with stress?
6. What interested you in this position?
7. What did you like most about your last job? Least?
8. Give me an example of a time that you went above and beyond the call of duty at work.
9. Tell me about a challenge or conflict you have faced at work. How did you handle it?
10. What has been your greatest professional achievement so far?
11. What do you consider to be your greatest failure and what did you learn from it?
12. Describe a time when you had to make a difficult decision and how you arrived at your decision.
13. Why are you the best person for the job?
14. Is there anything else we should know about you?
15. Do you have any questions for me?