

Job-Specific Interview Questions to Ask Candidates

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Management

Question	Candidate Response
1. What is your management style?	
2. Tell me about a time you had to give someone difficult feedback. How did you handle it?	
3. As a manager in this role, you will lead a team of <i>(insert #)</i> people. What specifically will you do during year one to help ensure they each become more valuable to the company and stronger performers overall?	
4. Tell me about a time you had someone on your team who was a challenge. What did you do to manage them and how did the situation turn out?	

5. What is your experience with hiring and terminating employees?	
6. Why do you like to manage people?	

Marketing

Question	Candidate Response
1. What is the ROI (return on investment) on marketing campaign(s) that you've led, designed, or otherwise participated in? What lessons did you learn from them?	
2. What blogs and resources do you follow online to keep up with the industry?	
3. Walk me through your process of a marketing campaign from start to finish. What steps do you take to get results?	
4. Do you have experience building social media channels and an online presence? What do you think works or does not work?	
5. How do you deal with a project that's gone	

over budget or pushed past the deadline?	
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Administration

Question	Candidate Response
<p>1. Tell me about a time you had to complete multiple projects at one time for a deadline. How did you prioritize your tasks to complete them by the deadline?</p>	
<p>2. Why do you think you'd be the right administrative assistant for me/for this office?</p>	
<p>3. Walk me through a typical day in the role of an administrative assistant.</p>	
<p>4. What do you enjoy most about administrative work?</p>	
<p>5. What software and office equipment knowledge do you have that will help you succeed in this role?</p>	
<p>6. Describe a situation where discretion was required of you and how you handled the situation.</p>	

Real Estate

Question	Candidate Response
1. Why do you want to work as a real estate agent?	
2. How many transactions did you close in the past year?	
3. From which lead generation source did you see the best ROI?	
4. How will you help grow your business (through our agency)?	
5. How would you utilize the internet, video tours, and social media to sell a property?	
6. Tell me about a time you struggled to build a relationship with a client. What would you have done differently?	
7. What do you find most challenging when you accompany prospective clients on showings? Why?	

IT/ Computer Technology

Question	Candidate Response
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<p>1. Describe a time when you worked in a group on a technical project. What was the outcome?</p>	
<p>2. What programming languages do you know?</p>	
<p>3. How would you handle a client situation where the deliverable deadline is approaching and your team members may not be available to help?</p>	
<p>4. If you had to design a program from scratch, what steps would you take? How would you ensure the data being entered has zero or minimal errors?</p>	

Sales

Question	Candidate Response
<p>1. How do you divide your time between cultivating current clients and searching for new ones?</p>	
<p>2. What approach do you take when you are having difficulty closing the deal?</p>	

3. In your opinion, what can our company do to improve sales?	
4. What is the difference between a short and long sales cycle?	
5. At what point do you stop pursuing a potential client?	
6. Explain your sales process from start to finish.	