

SAMPLE INTERVIEW QUESTIONS

Leadership

Why do you want to be a manager/supervisor?

Describe your management style.

What do you feel are the most important duties of a manager?

How do you establish yourself when you are assuming a new management position?

What qualities do you think make a good supervisor? What qualities do you think make an ineffective or poor supervisor?

Describe your qualities/characteristics that will benefit our management team.

What do you find to be the most rewarding, and the most frustrating, aspects of managing people?

In your experience, what type of organization is most effective in driving improvements and allowing you to manage effectively?

Describe your experience in dealing with personnel (conduct and performance) issues.

How would you approach and resolve a significant personality conflict between staff members?

How would you handle the employee performance evaluation process? What level of employee participation do you think is appropriate?

Regarding personnel issues such as conduct and performance, grievances, and EEO complaints, you may have to lead delicate discussions between or among staff members. How would you rate your ability to handle such discussions tactfully and to lead the discussions to a suitable conclusion?

The EPAP (performance plan) for this position lists supervision and budget oversight for our renewable resource program as the two critical performance measures. What would be your strengths and weaknesses related to those measures?

Describe your experience in directing budget development and tracking performance.

If you had unlimited time and financial resources, what would you do?

With a limited budget, how would you decide who gets to go to training in your office?

What is your philosophy in developing employees for career advancement? Do you have an example?

I am looking for a leader who can show me how to get things accomplished, not why we cannot (red tape). How would you ensure a "can do" attitude in an office you manage?

What adjectives would you use to describe your relationships with subordinates? Explain.

Do you consider yourself a leader?

What are the attributes of a good leader?

How do you go about delegating tasks?

Have you patterned your own leadership style after someone in particular?

Describe a time when you had to alter your leadership style.

Do you have a “preferred” method of decision making?

Resourcefulness/Motivation

Describe a time when there was no rule or precedent to help you attack a problem. What did you do?

What is the most innovative project you have ever worked on?

Tell us about a specific change you were successful at adapting to in your current position.

Tell us about a time when you worked with a group that was particularly successful in completing a project or assignment.

Tell us about a specific time when you found it most difficult to adjust to change.

What situations excite and motivate you?

Describe a time when you have used a problem-solving process to obtain successful results.

How would you handle the situation if you felt your viewpoints were not being considered by your supervisor?

Tell me about a time when you showed real diligence or perseverance.

Tell me about an accomplishment you had a difficult time achieving.

Give an example of how you saw a project through, despite various obstacles.

Have you ever found yourself really burned out from a job, and if so, what did you do about it?

What are the top two strengths you would bring to the position? What things would you like to improve?

How would you approach and resolve a significant resource issue which impacts your office?
(networking, synergizing, brainstorming)?

Interpersonal/Collaboration

Describe your experience and ability to work with a wide variety of partners and cooperators to accomplish projects.

Give me proof of your persuasiveness.

Describe your experience in dealing with elected officials at the county, state, and federal levels, as well as the media.

Tell us about a specific situation where your success depended on your ability to get others to follow you when you were dealing with multiple customers and uncertainties, and you needed the commitment of people to make something work.

Tell us about a situation when you needed commitment to complete something, and it did not meet your expectations. How did you react?

Tell us about a time it was the most difficult to communicate successfully as a member of a group or team.

Tell us about a time when you felt your communication ability was particularly successful in completing a project or assignment.

What experience do you have with initiating and maintaining partnerships? Using these partnerships to acquire funding through Challenge Cost Shares?

Tell me about a time when your diplomacy skills were really put to the test.

What adjectives would you use to describe your relationships with your coworkers in your present/previous position?

Do you prefer working alone or in groups? Can you give me examples of situations like these that you liked or did not like?

Attributes

Out of the various positions you have held, which one is/was your favorite? Why?

How would you characterize an employee with a good work ethic?

What are you most passionate about in your career?

What kind of supervisor brings out the best in your performance?

What would your ideal job be like?

What are some things you would like to avoid in a job? Why?

What personal characteristics do you think add to your overall effectiveness?

Describe a time you had to make an unpopular decision.

How would you describe yourself?

Why did you leave your last job?

How would you evaluate your ability to deal with conflict?

Have you ever had difficulty with a supervisor? How did you resolve the conflict?

What would your last boss say about your work performance?

Describe the most rewarding experience of your career thus far.

Customer Service

Tell us about a time when you were frustrated trying to satisfy a customer where deadlines were tight and people had to work extra hard to deliver.

What kind of pressures have you encountered in your previous work experiences, and how have you dealt with the pressures?

The workload in this office is significant, and customer service is one of our highest priorities. How do you deal with a heavy workload and competing demands for priority assignments, as well as provide excellent customer service?

The duties of this position require extensive coordination with supervisors, managers, employees, co-workers, and Headquarters personnel. Describe your ability to perform these duties.

This position also includes providing various kinds of information to the public and internal customers. How would you describe your customer service skills?

What does customer service mean to you?

Describe a situation where you had to handle an unhappy customer and how it was resolved.

Job Specific

What concerns you most about performing this job?

Which of your skills do you think is most relevant to this job?

What do you feel are the most important duties of this position?

How would you define the job for which you are interviewing?

Why are you the best person for this job?

What do you see as the most difficult task involved in the position for which you are interviewing?

Why do you want to work for the BLM?

Forestry and fuels management are the largest programs that you will be responsible for. What is your understanding of these programs?

What, if any, experience have you had working on landscape or watershed assessments?

Describe what the term “multiple use” means to you and how you would explain this in a public forum.

What do you see as the challenges facing the public lands for the next 5-10 years?

In a multiple use agency, wildlife is often viewed as a roadblock. How would you promote conservation and work with managers and other program staff to turn that perception around?

We are currently working on a Sage Grouse Management Plan for Montana. The actions outlined in the plan are intended to have a positive effect on sage grouse and to prevent the species from being listed under the endangered species act. What role do you feel BLM should play in sage grouse recovery and how would you implement that role?

After learning more about this job, which aspects interest you most?