

CHECKLIST: 12 of the Best Job Interview Questions to Ask Local Government Candidates

- Please tell us why you are interested in this position.
- Please describe how your previous work experience has prepared you for this position. Please be specific.
- How do you feel your educational background has prepared you for this position?
- Although we have reviewed your resume and have been briefed on your qualifications, would you tell us a little bit more about your professional background and interests?
- What are your three main professional goals for the next five to 10 years?
- What are your biggest work-related accomplishments? Why were you able to attain them?
- What are your biggest work-related failures? Why did they occur? What have you done to prevent them from recurring?
- What are the two most difficult problems you have encountered in your previous positions? How did you solve them?
- What strategies do you use to anticipate problems? Give an example. If a problem arises that you have not anticipated, how are you likely to handle it? Give an example.
- Can you give an example of creative problem solving from your past work history?
- Describe your experience in working with citizens from various cultural backgrounds. What approaches have you used to ensure adequate attention is given to the varying needs of these groups?
- Describe an ethical dilemma you have faced in the workplace. How was it resolved? What was your role in the resolution? What, if anything, would you do differently if you were faced with the same issue again?