

QUESTIONS THAT INTERVIEWERS MAY ASK

Please review these questions prior to your interview in preparation– you may be asked these questions during your interview. Some questions may or may not apply to you. Simply highlight questions that apply for your review.

This section is divided into topics for ease in selecting those questions that most affect you. During your preparation for the interview, make an honest assessment of yourself, frame your answer, and then rehearse it. It is a good idea to “role play” with a friend as interviewer to test your answers.

Experience and Skills

- How soon will it be before you are contributing to this firm?
- What are the most important accomplishments thus far in your career?
- How did you get along with your last supervisor?
- Did you enjoy working for your last employer? Explain.
- How will your major strengths help in this job?
- In what way do you feel you can make the greatest contribution to this firm?
- Why are you leaving (or why have you left) your present company?
- Does your present company know that you are planning to leave?
- What did you like best about your last job?
- What qualifications do you have that make you successful in this field?
- What is your experience?
- If you could have made improvements in your last job, what would they have been?
- Describe some emergencies in prior jobs when you had to quickly “think on your feet.”
- Tell me about the last time that you had to make a quick decision.
- Tell me about the best supervisor you ever had. The worst.
- Can you describe your typical work day?
- If you ran into a certain situation (make one up for rehearsal), how would you handle it?
- How could you make our company more successful?
- What risks did you take in your last few jobs; what were the results of taking them?
- What are your qualifications as a paralegal?
- What does a paralegal do?
- Why did you specialize in this particular area of law?
- What are your computer skills?
- Describe your last two positions.

Behavior and Attitude

- Which is more important to you, salary or the job itself?
- Describe the best person who ever worked with you.
- What do you think determines a person’s progress in any firm?
- What do you generally find to criticize in most people?
- Have you ever thought about becoming an independent paralegal or starting your own company?
- Describe a time when you were able to have a positive influence on others.

Personality

- Can you tell me something about yourself?
- What magazines do you read?
- Who in history do you most admire?
- Do you work well under pressure?
- Do you consider yourself a competitive person?
- What hobbies do you enjoy?
- What kinds of books do you read and how much time do you spend reading?
- What kinds of people attract you?
- What kinds of people annoy you?
- Who or what influenced you most in your career?
- How flexible are you?
- If you were starting all over, what career would you enter?
- How do you spend your spare time?
- If you could go back to a place in history, where would it be?

Education

- Tell me about your education. Which courses did you like the best?
- Why did you major in _____?
- What were your extracurricular activities at school?
- How did you spend your summers while in college?
- Do you think your school grades reflect your true abilities?
- How did you happen to get into the paralegal field?
- Why did you choose this particular college?
- Do you plan to complete your bachelor's degree?
- Why did you choose this particular paralegal school?
- What did you study in your paralegal program?
- Are you planning to go to law school? If yes, why? If no, why not?

Personal Philosophy

- Do you prefer working alone or with others?
- What do you think are the most serious problems facing law firms today?
- What motivates you?
- What are your short-term goals?
- What are your long-term goals?
- What is your greatest strength?
- What is your greatest weakness?
- Are you creative? Give an example.
- Are you analytical? Give an example.
- How intuitive are you?
- How do you handle conflict?
- What is your philosophy of life?
- Everyone has "pet peeves." What are yours?

General

- What sort of job would you really like?
- How can you justify our hiring you?
- Why have you changed jobs frequently?
- Are you willing to relocate?
- How long would you stay with us?
- What are you looking for in a job?
- Why do you want to work for us?
- Why do you want this job?
- Why did you want to interview with this firm?
- How do you know about this firm?
- What is the most fulfilling part of your career?
- What are the disadvantages associated with the paralegal career?
- How would you like our firm to assist you if you join us?
- Can you take instructions without becoming upset?
- Are you considering any other positions at this time?
- What kind of references will your previous employer give about you?
- Can you work overtime? Travel?
- If you could have any position in this firm, what would it be?
- With your background, we believe you are over/under qualified for this position.
- Have you ever been fired from any job?
- Why have you been unemployed for so long?
- Why do you have gaps in your resume?
- Why has it taken so long to find a job?