



HUMAN RESOURCES DEPARTMENT

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City of Boise Hiring for Fit Sample Questions

Emotional Intelligence – Self Awareness:

- What is the most important thing you learned about yourself this year?
- Tell me what pushes your buttons, and how you manage those triggers.
- If you were starting a new company tomorrow, what would your top 3 values be?
- Is there anything you have said or done recently that you realized wasn't in alignment with your values?
- What interpersonal skills do you find yourself using the most?
- When is the last time you were inspired by someone?
- What did you learn from your very first job that is still relevant today?
- When are you at your best?

Emotional Intelligence – Self Management:

- How do you manage stress?
- What is one of your goals for the year?
- How do you recharge your battery?
- Tell me about a valuable lesson you've learned from someone recently.
- Give me an example of a time you made an emotional decision you realized had to repair.
- What did you do to mentally prepare for this interview?
- Do you spend a lot of time thinking about work? Is it usually positive/reflective, or worrisome?
- Have you lost control of your emotions in a professional situation? What did you learn from that experience?

Emotional Intelligence – Social Awareness:

- Are you good at reading people? Can you give me an example?
- How do you socially engage people who seem shy or distant?
- How do you get to know people you may only see once in a while?
- What is your response to someone who tells you they're doing fine, but their signals tell a different story?
- Tell me about a time you used humor to achieve a business result.
- Tell me why eye contact is important.

Emotional Intelligence – Relationship Management:

- Tell us about a recent situation with a coworker that required you to provide some damage control.
- Tell me about some professional feedback you received and how you grew as a result.

- Tell me about a time you had difficulty collaborating with someone, and what you did to change the outcome.
- What is the key to motivating your team?
- How do you manage an important meeting with your boss when you sense he/she is in a bad mood?
- Tell us about a time you successfully facilitated the resolution of a conflict at work.
- What is your approach when you are establishing trust with a person or a team?
- How have you managed a relationship with a difficult boss?
- Give an example of a professional failure and what you did to bounce back.
- Tell me about the last time you had to give someone professional criticism and how you delivered your message.

Connection to Organizational Culture:

- Can you tell me about the organization's vision statement? What significance does this hold for you?
- Tell me about a particular connection you have to our mission statement.
- Choose one of our values that resonates with you, and tell us how it applies in your life or career?
- One of our stated values is _____. Tell me what this means to you and how it relates to your experience.
- Our work environment requires people at all levels to roll up their sleeves and help out, regardless of the situation. Do you have any similar experiences you can relate?
- How do you stay informed in a large organization, serving customers across many lines of business?
- Give me an example of a time when you have shown a commitment to continuous improvement.

Personal Motivations:

- What are you most passionate about?
- Can you share your top three personal values, and how you demonstrate them in your career and life?
- If you started a company today, what would you offer? What would your stated values be?
- Tell me how you chose your college major/career path and what role it plays in your life.
- Imagine you had your very best day at work, and came home, reflective on your great day. What happened that day to make it so amazing and what circumstances supported that experience?

Promotion to Supervisor:

- How have you prepared yourself for this opportunity? (looking for supervision as well as business management)
- What are some of the biggest challenges you face with work and people-management?



- What do you imagine will be different for you if you are promoted?
- Knowing the current work challenges and people, what issues keep you up at night?
- How will you approach work relationships differently if you are promoted?
- How often do you like to have check-ins with individuals on your team?
- Who and what resources do you turn to for support with work issues?
- Tell me what experience you have with discipline issues, and how you would address a team member who is struggling with performance.
- Tell us about the characteristics of the best boss you've had in your career. What lessons did you learn from him/her that you keep with you?
- How do you establish trust with and among members of your team?
- What ideas do you have for recognizing employees?
- What would you identify as the secret ingredient to a high-performing team?

