

Sample Interview Questions

Dear Reader:

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We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with municipal government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other MTAS website material.

Sincerely,

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1. What interests you most about the position?
 2. What are your personal and professional strengths?
 3. Why do you want to leave your present job?
 4. What aspects of this job would you most enjoy?
 5. Tell us about some major accomplishments you have achieved in your present position.
 6. In your view, what is the most important aspect of this job?
 7. What qualifies you to manage a department with ____ employees and an operating budget of million?
 8. What are your personal and professional goals?
 9. How would you describe your own personality?
 10. If we walked up and down Main Street of the community you now serve, what would the business community and the public tell us about you?
 11. What do your subordinates think of you?
 12. What are the characteristics you look for when hiring people?
 13. Have you terminated employees?
 14. How would you go about terminating a key employee?
 15. Describe your management philosophy and style.
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