



Sample Interview Questions

Sample interview questions are listed below. Use these types of open-ended questions to solicit information from your candidate.

- Tell me about yourself.
- How did you get into the e-discovery field?
- How would you be an asset to our organization and the _____ team?
- What do you know about Catalyst? Why do you want to work for us?
- Why are you interested in this position?
- Why are you considering leaving your current company?
- Are you currently working on-site or remotely? Which one plays to your strengths and why?
- What have you done to improve yourself/grow professionally within the last year?
- What has disappointed you about a job?
- What mistakes have you made on the job, how did you handle these, and what did you learn?
- What motivates you?
- How have you personally demonstrated the principles of honesty and integrity?
- How would you describe your personality?
- If you were hiring for this position, what would you look for?
- What concerns do you have about the (position/company/location/schedule/pay)?
- What excites you about this position?
- Are you currently interviewing with, or have received any offers from, other companies?
- What are your salary expectations?
- If we move forward, what kind of notice and starting timeframe do we need to keep in mind?

If a manager or leader:

- What has been one of the most difficult employee/client situations you have dealt with, and how did you handle it?
- What is your management style? What do you consider an ideal management style?
- If you have an employee with performance problems, how would you handle that?
- What ideas do you have for motivating employees?
- How would you foster healthy communication within the department and trans-departmentally?
- (If internal manager/leader): How would you work to build and improve relationships with other departments?
- (If internal manager/leader): What changes or improvements would you make to the department? What do you see lacking and what are your solutions?