

INTERVIEW QUESTIONS SAMPLE

Candidate Name:

Position:

Date:

Introduction:

Welcome the candidate, and explain the interview/selection process. Get to know the candidate.

1. Tell me about yourself.
2. Are you still employed? If so, why are you seeking a new job? If not, why did you leave your most recent job?
3. Summarize the nature of the work in your most recent job. What were your key responsibilities?
4. Why do you want to work with us? What do you think it takes to be successful in this company? What do you expect to find in our company that you do not have in your most recent position?

Work Ethic:

5. What do you know about this Company, our business, and our clients?
6. Why do you want to do this job? What unique skills would you bring to the Company?
7. Describe your work style?
8. What would you consider to be your greatest strength? What are you good at?
9. What is something you continue to work on or know you need to work on?

Responding to Pressure:

10. Tell me about a time when you handled an emergency or high-pressured situation? What happened?
11. Can you give me an example of how you resolved a problem without any rules or guidelines to assist you.
12. Tell me about a time when your manager wasn't available, and you had to make a decision on your own. What happened?

Self-Motivation:

13. Tell me about a project that was implemented or carried out successfully because of your efforts where you had little or no direction. What did you do? What were the results? How did others recognize your contributions?
14. Describe a key accomplishment that you are most proud of.
15. Where do you see yourself five years from now? Do you have any long-term goals? How are you preparing now to achieve your future goals?

Interpersonal Skills:

16. Tell me about a time when it was particularly difficult for you to get someone to agree with you. What was the situation? What made persuasion difficult? What did you do? What was the result?
17. Describe a situation in which your work was criticized. How did you react? What was the result?
18. Tell me about a confrontation that you had with a co-worker. What caused the confrontation? What happened?

Teamwork:

19. What part do you play on your current team?
20. Tell me about a successful team you were a member of. Why was the team successful?
21. What do you look for in a Manager/Leader?

Leadership:

22. Could you provide me with an example of a tense time when you took charge of others at work? What was the situation?
23. Tell me about a time when you had to make an unpopular decision that was not well-received. How did you deal with the fallout?
24. Describe your Management style.

Compensation:

It is important to discuss compensation early on in the interview process. You do not want to waste time if the organization cannot afford the applicant, or if the applicant has different expectations.

Address any questions or concerns the applicant might have, especially for more senior-level positions. Is the salary range in keeping with the applicant's salary history? Will the overall compensation package (including benefits) meet the applicant's needs?

Ask: What are your Salary Expectations? Is there a particular range that you would like to stay within? A number that you do not want to drop below?

Schedule/Availability:

Take time to discuss what the candidate's work schedule will look like? Will they be required to work evenings/weekends? Is it shift work?

Ask: If you were to be the successful candidate, how soon could you start working?

Next Steps:

Let the candidate know what the next steps are. Will there be a second interview? Should they prepare professional references? When will you get back to the candidate on a decision?

Allow the candidate to ask you any questions.