

# Interview Guide

This guide provides sample questions and measurements to use in interviewing employee against the following criteria.

Candidate Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date of Interview: \_\_\_\_\_

Time: \_\_\_\_\_

Recommend to hired: \_\_\_\_\_

## **Personality:**

*How would your family describe you?*

*What were your strengths and weaknesses?*

*Tell us about what motivates you to apply for this position?*

*What is your career goals short term/long term?*

## **Skills:**

*What qualifications do you have that make you think that you would be successful?*

*Give me an example of a creative solution you developed to deal with a business problem.*

*Tell me about something specific that you did to improve your work.*

*What are your greatest strengths/skills relevant to this job?*

*What other skills do you feel you can bring to this position?*

*In which areas would you most like to improve?*

**Background:**

*Tell me about your qualifications?*

*What did you do at your last position?*

*What did you like about your last position?*

*Why did you leave your last position? Or why do you wish to leave your current position?*

*Which past experiences do you feel will help you most in this position?*

*What do you think your last employer could say about you?*

*What is the most interesting thing you accomplish in the past three years?*

**Initiative:**

*Please give me an example of a situation in your current or previous job where you took initiative.*

*Tell me about a goal that you have set for yourself in your current role. What have you done so far to achieve that?*

*Tell me about a time when it looked like you were going to miss an important goal. What did you do?*

**Organization:**

*Give me an example from your work that demonstrates your ability to organize.*

*Tell me about a time when you had to switch from one urgent priority to another. How did you stay on track?*

*Give me an example of a day where you had to juggle multiple tasks.*

*Explain a time when you had a decision to make and how you arrived at your final decision?*

**Accomplishment / Motivation:**

*What kinds of responsibilities motivate you the most?*

*What have you accomplished that you are most proud of?*

*This position may require you to put in x number of hours per week or some travel out of town, would that be a problem for you?*

**Judgment:**

*Describe a situation when you felt it was justifiable to break company policy or alter established procedures to solve a problem*

*What is the most difficult decision you've made in the past? How did you make that decision?*

**Sense of Urgency:**

*Have you ever worked for someone who pressured you constantly?*

*Working in a team involves working with others peoples. Tell me about a recent situation where you had to work with others peoples to accomplish a time sensitive task.*

**Tolerate:**

*Stress occurs in every work place. Tell me what causes job stress for you. How do you deal with it?*

*In what kind of work environment do you work best?*

**Collaboration/Leadership:**

*Tell me about a time when you had to do adjust personal styles and goals for the betterment of the team.*

*How do you deal with working with people?*

*Tell me about your leadership experiences?*

*How would you describe your relationship with your co-workers? Supervisors? or customers?*

*Would you be comfortable supervising X number of employees*

**Communication:**

*Tell me about a time when you had to communicate under difficult circumstances. What was the circumstance and what did you do?*

*Define Active Listening and give me an example of a time when your active listening skills really paid off for you.*

*If I asked your Boss to tell me about how often you communicate with him/her what will s/he say? What do those communications typically consist of?*

**Conflict:**

*Tell me about a situation where you had difficulty working with someone. How did you handle it?*

*What kind of situations would make you feel that you had to leave a job? What steps would you take before reaching that decision?*

**Professionalism:**

*Whenever we start a new position we start from scratch with a whole new group of people. Tell me what you did when you started your last job.*

*When have you had to deal with the anger or hostility of another person? Be specific.*

**Salary:**

*What compensation you were receiving at the previous job?*

*What is your salary expectation?*