

SAMPLE APPLICANT INTERVIEW QUESTIONS

WORK HISTORY (Repeat for each employer listed)

Your last employer was:

What kind of work did you do there?

(Verify, clarify, elaborate)

Describe how, if at all, your responsibilities changed from the time you started working in this position and the time you stopped:

(Was the employee assigned increasing responsibility?)

What about the job did you like best? Least?

(Tolerance for routine, unpleasantness, adverse conditions, multi-tasking, etc.?)

What was your biggest accomplishment (or the thing you are most proud of) in that job?

What did you like best about your supervisor? Least?

(What kinds of supervision make him/her happy or discontented, do they fit your organization?)

How long did you work there?

(Verify application)

Did you hold more than one job for this employer? If "yes", what jobs and what time periods did you hold those jobs?

(Does internal movement show upward progression or downward? Why?)

Why did you leave?

(Elaborate on answer in application)

(If appropriate):

Would you have left anyway?

Was this a forced resignation?

Mutual decision between you and your employer that you would leave?

Explain any gaps in your work history.

EDUCATION

Tell us about your educational background.

Did you work while attending school? Explain.

(Did he/she make good use of their time? Independent?)

What school activities did you participate in?

MISCELLANEOUS

What kind of boss do you like to work for?

What influences your productivity?

Have you ever worked overtime? How did you feel about it?

(If applicable)

What do you hope to be doing five (5) years from now?

(Does expectation match with the job?)

Why do you want to come to work with us? _____
(Interest in industry? Money only? Stop gap?)

How would you describe your tardiness and attendance record with your previous employers? (Do not consider workers compensation, pregnancy and other protected leaves):

Why should we hire you rather than some other qualified person? _____

(Does answer indicate strong commitment to work ethic, loyalty, stability?)

Describe your perfect co-worker: _____
(Applicant's tend to describe themselves when answering this question)

What is your strongest asset? _____

For applicants for management/supervisory positions, how would you describe your management/supervisory style: _____
(Is it a fit with your organization?)

What is your biggest weakness? _____

What traits do you like to see in people who work with you? _____

What traits do you most (and least) like to see in your supervisor? _____

What do you look for in an employer? _____

If your past supervisors were to select three (3) words to describe you. What would they be? Why?

If your past supervisors were to select three (3) words to describe your weaknesses (areas you need to work on). What would they be? Why?

What do you consider to be your biggest work-related success?

What do you consider to be your biggest work-related mistake?

Describe the skills you have that make you a good choice for this job:

HYPOTHETICAL QUESTIONS

Give the applicant examples of situation(s) that have occurred and are relevant to the job they are seeking. Ask the applicant how he/she would respond to these situations, i.e., What would you do? How would you respond if?

Tell me about a situation where you felt you did not have the training to do a particular job and what you did about it. _____

REMARKS: _____

Interviewed by:

By: _____

Date