

The following questions are a starting point for designing an interview or pre-screening questionnaire. Select some questions from the lists below and come up with some of your own. A good interview should have no more than 10 questions.

GENERAL INTRODUCTION QUESTIONS

1. Tell me a little about yourself and why you're interested in this position.
2. What do you see as key strengths you would bring to this position?
3. What are some weaknesses that you would have to watch if hired for this position?
4. What questions do you have for me before we begin?

GENERAL QUALIFICATIONS

1. Which parts of this job would require time or training before you would feel comfortable?
2. Tell me briefly about your previous jobs and the most important thing you learned on each job.
3. This job requires at least (degree or years of experience). How did you accomplish this?
4. You don't have (a degree or enough years of experience). Tell me how you plan to succeed in this position.

EXPERIENCE AND TRAINING

1. Describe an aspect of your current job (or previous job) that you feel will help in this position.
2. What part of your current job (or previous job) would you miss if you changed jobs?
3. What's the one thing about your current job (or previous job) you would gladly give up?
4. Describe your greatest accomplishment in your last two jobs.
5. What has been the most difficult situation you've encountered at work and how did you handle it?
6. What formal training do you have that will help in this position?
7. Describe a job situation in which you received criticism and how you responded.
8. Tell me some of the steps you take when first assigned work that you have never previously performed.

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PERSONAL AND INTERPERSONAL QUALITIES

1. What types of working conditions appeal most to you?
2. Describe your ideal supervisor.
3. Tell me about the most difficult person you've encountered at work and how you've handled that individual.
4. What would you expect from your co-workers if hired for this position?
5. What motivates you?
6. Tell me about a time when you took responsibility for an error and were held personally accountable.

CAREER OBJECTIVES

1. If hired, what would you hope to accomplish in this position?
2. What changes in this position would you make? Do you foresee ways in which this job might evolve over time?
3. What do you see yourself doing five years from now? How about 10 years from now?
4. Describe specific steps you plan to take to reach your career goals.

WRAP UP QUESTIONS

1. What questions do you have about the position?
2. What questions do you have about our company?

QUESTIONS NOT TO ASK

1. Do NOT ask the candidate their age, sexual orientation, sexual identity, race, religion, political affiliation, marital status, if they are pregnant, if they have ever been arrested, have children, or have any mental/physical disabilities
2. Do NOT call references or past employers without the candidate's permission
3. Do NOT promise anyone a job before an interview

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