

The following form can be used as a starting point for designing an interview questionnaire. While the form below lacks job-specific questions, it does illustrate broad, open-ended questions that can encourage applicants to volunteer information about themselves. We recommend some job specific questions for the position to this template prior to use. There is a place for notes so the interviewer can print this document and take notes for each candidate.

### GENERAL QUALIFICATIONS

1. Tell me a little about yourself and why you're interested in this position.

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2. What do you see as key strengths you would bring to this position?

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3. What are some weaknesses that you would have to watch if hired for this position?

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4. Which parts of this job would require time or training before you would feel comfortable?

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### EXPERIENCE AND TRAINING

1. Describe an aspect of your current job (or previous job) that you feel will help in this position.

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2. What part of your current job (or previous job) would you miss if you changed jobs? What's the one thing about your current job (or previous job) you would gladly give up?

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3. Tell me briefly about your previous jobs and the most important thing you learned on each job.

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4. Describe your greatest accomplishment in your last two jobs.

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5. What has been the most difficult situation you've encountered at work and how did you handle it?

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6. What formal training do you have that will help in this position?

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7. Describe a job situation in which you received criticism and how you responded.

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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?

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2. Describe your ideal supervisor.

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3. Tell me about the most difficult person you've encountered at work and how you've handled that individual.

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4. What would you expect from your co-workers if hired for this position?

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5. What motivates you?

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### CAREER OBJECTIVES

1. If hired, what would you hope to accomplish in this position?

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2. What changes in this position would you make? Do you foresee ways in which this job might evolve over time?

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3. What do you see yourself doing five years from now? How about 10 years from now?

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4. Describe specific steps you plan to take to reach your career goals.

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