



INTERVIEW QUESTIONNAIRE

APPLICANT NAME: _____ DATE: _____

POSITION: _____

1. BRIEFLY TELL US ABOUT YOUR EDUCATIONAL BACKGROUND AND YOUR EMPLOYMENT HISTORY.
2. WHAT JOB DID YOU LIKE BEST AND WHY? WHAT JOB DID YOU LIKE LEAST AND WHY?
3. DESCRIBE YOUR FAVORITE SUPERVISOR AND THEIR QUALITIES THAT YOU ADMIRE. DESCRIBE YOUR LEAST FAVORITE SUPERVISOR AND WHY.
4. IF YOU ARE WORKING NOW, WHY ARE YOU LEAVING YOUR CURRENT POSITION? WHY DID YOU LEAVE YOUR PREVIOUS POSITION(S)?
5. TELL US HOW YOU BELIEVE YOUR PREVIOUS EXPERIENCE QUALIFIES YOU FOR THE POSITION. GIVE US ONE OR TWO EXAMPLES.
6. GIVE US AN EXAMPLE OF WHEN YOU WERE UNDER PRESSURE TO COMPLETE A TASK AND SOMETHING WENT WRONG AT A CRITICAL POINT. WHAT CAUSED THE PROBLEM? HOW DID YOU DEAL WITH IT? COULD YOU CORRECT THE PROBLEM? WHAT DID YOU LEARN FROM THAT EXPERIENCE?
7. WHAT RESPONSIBILITIES WOULD YOU LIKE TO AVOID IN YOUR NEXT POSITION?

8. GIVE US AN EXAMPLE OF SOMETHING YOU DID THAT YOU FELT WAS EXCEPTIONALLY GOOD OR VALUABLE TO YOUR EMPLOYER OR WENT BEYOND YOUR NORMAL JOB DUTIES. HOW DID YOU FEEL ABOUT IT? DID OTHERS RECOGNIZE WHAT YOU HAD DONE? HOW DID THEY RESPOND?

9. GIVE US AN EXAMPLE OF YOUR BIGGEST MISTAKE YOU MADE IN A PREVIOUS POSITION. HOW DID YOU RESOLVE THE PROBLEM? HOW DID YOUR EMPLOYER RESPOND?

10. IF THEY COULD SAY ANYTHING AT ALL, WHAT WOULD YOUR FORMER EMPLOYERS SAY ABOUT YOU? WHAT WOULD YOUR CO-WORKERS SAY? IF YOU SUPERVISED OTHERS, WHAT WOULD THEY SAY?

11. TELL US ABOUT A TIME WHEN YOU HAVE HAD TO WORK WITH A PERSON WHOM YOU DID NOT GET ALONG WITH AND DESCRIBE HOW YOU HANDLED THE SITUATION.

12. TELL US ABOUT A TIME WHEN YOU HAD TO DISCUSS A NEGATIVE PERFORMANCE ISSUE WITH A SUBORDINATE (IF APPLICABLE).

13. WHAT WOULD YOU LIKE US TO KNOW ABOUT YOU THAT YOU HAVEN'T HAD A CHANCE TO SAY?

14. DO YOU HAVE ANY QUESTIONS?