

The Job Interview

One of the biggest mistakes employers make in the hiring process is to sell the candidate on the job and company during the interview. The purpose of the interview is to help you learn how your candidate relates to his or her work and has dealt with challenges in the past. This **checklist**, including **sample questions**, will help you create a structured and focused interview that helps you evaluate your candidates' strengths and weaknesses. Use or modify it according to your business' needs to ensure that all managers have a consistent guideline for conducting hiring interviews.

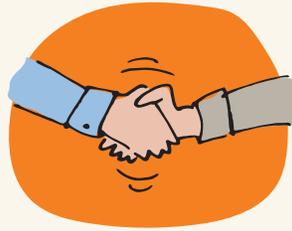




The Job Interview – 2/6

Interview Checklist

- Choose interview team (if other staff members will participate).
- Reserve a quiet space for the interview.
- Review candidate's resume and the notes from any previous interactions.
- Prepare an information packet for the candidate about your company and the position. Include an application form if the candidate hasn't completed one yet.
- Greet candidate and take him or her on a short tour of your facility. Offer them a beverage.
- Explain the purpose of the interview and describe your follow-up process.
- Give a brief overview of the position.
- Ask any questions you have about the candidate's resume and employment history.
- Ask the questions you've prepared about the candidate's experience, education, job skills and personal qualities.
- Ask the candidate if they have any remaining questions. Re-affirm the process so the candidate knows what to expect next.
- Bring the interview to a close. Be sure to thank them, then escort them to the door.



The Job Interview – 3/6

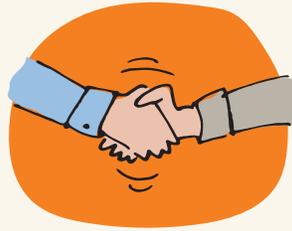
Sample Interview Questions

Use this worksheet to select questions that can be used for almost any job candidate. Mark the questions you like, modify some, and/or write your own questions in the spaces provided.

The following interview questions are focused on the candidate's **work record, commitment and adaptability**:

1. Considering the jobs you've held, how would you evaluate your performance in each?
2. In which job do you think you performed the best, and in which do you feel you performed the least well? Why?
3. Have you had to work long hours, including evenings and weekends? How did you feel about it?
4. Give me an example from your current job, or a past one, where you had to overcome obstacles or difficulties in meeting your objectives. How did you do it?
5. In the jobs you've held in the past, what did you do when you found that you weren't progressing toward meeting your goals?
6. What were the worst problems you faced in your previous jobs? How did you handle them at the time? Would you handle them differently today? How?
7. Tell me about a job in which you've had to organize people or activities.
8. What kinds of things would motivate you to leave a job?

Add in any *additional questions* that you have. Include questions about **situations** the employee may face while working with your company.



The Job Interview – 4/6

Sample Interview Questions

The following interview questions are focused on the candidate's **goal orientation and learning ability**:

1. What have been your greatest work and non-work achievements?
2. What have been your greatest disappointments? How have you dealt with them?
3. What goals are you currently working on? What is your plan for achieving them?
4. What did you hope to learn from your current job? What did you actually learn?
5. Give me an example of a job where you had to learn and use new skills.
How did you go about it?

Add in any *additional questions* that you have. Try to ask the candidate questions about how they relate to your **company's goals**.



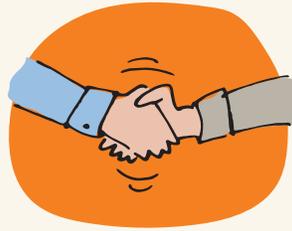
The Job Interview – 5/6

Sample Interview Questions

The following interview questions are focused on the candidate's **interpersonal relations and ability to influence others:**

1. Tell me about your most positive and negative experiences with a manager or supervisor.
2. Tell me about an occasion when you disagreed with a manager and how you handled it.
3. Tell me what you like best about your relationships with your co-workers and what you like least.
4. Describe a problem you've had with a co-worker and how you handled it. Would you do it differently today?
5. Give me an example of a recent job in which you had to sell people on an idea or your point of view.
6. How did you overcome their objections?

Add in any *additional questions* that you have. Try thinking about the **leadership qualities** you'd like to see in a candidate and ask about it.



The Job Interview – 6/6

Sample Interview Questions

The following interview questions are focused on the candidate's **job motivation and self-management**:

1. **Of the jobs you've had, describe your favorite and tell me why you enjoyed it. Then describe your least favorite and tell me why.**
2. **Give me an example of a job you've had where you had to work independently, managing your own time and activities.**
3. **Tell me about a special project you were assigned in a previous job and how you planned and accomplished it.**
4. **Describe the leadership roles you've had at work and tell me what you think makes an effective leader.**
5. **What work accomplishment makes you the most proud? Why?**

Add in any *additional questions* that you have. Try asking the candidate about their **time management techniques** and **habits**.