

INTERVIEW QUESTIONS

[Company Name]

CANDIDATE	DATE	INTERVIEWER
POSITION	DEPARTMENT	HIRING MANAGER

INSTRUCTIONS

Use the following questions as a guide for interviewing a candidate.

RESPONSIBILITIES

What are your responsibilities in your current position? In previous positions?

REASON FOR LEAVING

Why are you interested in leaving your current job?

SUCCESS FACTORS

How were you successful in your last position?

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ACCOMPLISHMENTS

What was your most rewarding accomplishment?

DISAPPOINTMENTS

What was your most disappointing professional situation? How did you handle it?

WORKING RELATIONSHIPS

Tell me about someone with whom you had a difficult time working. How did you manage the situation?

PERFORMANCE MEASUREMENT

How is your performance measured in your current job? How often, over the last twelve months, did you meet or exceed your assigned goals? Tell me about a time when you did not meet your goals. What steps did you take?

INTERVIEW PREPAREDNESS

What do you know about our company's products and services?

PERFORMANCE MEASUREMENT

When reporting to a manager, with what management style do you work well?

SELF EVALUATION

How would your current manager describe you? How would your time management and self discipline skills be described? Why?

MOTIVATION

What motivates you?

STRENGTHS

What are your strengths? What skills would you like to continue to develop?

OVERALL RATING

After interviewing the candidate, rate his/her overall performance.

1–Unsatisfactory **2**–Satisfactory **3**–Average **4**–Above average **5**–Outstanding

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OTHER COMMENTS

