

INTERVIEW QUESTIONS

CANDIDATE: _____ DATE: _____

TOPIC AREA AND QUESTIONS	COMMENTS ON CANDIDATE REPLY	1 2 3 4 5 → Excellent
Please tell us about your previous jobs that might relate to this one.		1 2 3 4 5
What do you think the responsibilities of this position will be? Describe Job after candidate answers		1 2 3 4 5
What do you find attractive about this job and this business? What are your concerns?		1 2 3 4 5
Would you be able to be hired again at your last two jobs? Why or Why not?		1 2 3 4 5

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What is something great about how you work that you will bring to this job?		1 2 3 4 5
If you could choose your ideal workday, what would it look like? Would you have new activities all the time or more routine?		1 2 3 4 5
If you had to choose between one extreme or the other, would you want a supervisor who leaves you alone to get your work done and only wants to hear from you if there's a problem, or would you prefer someone who follows up with you regularly to help you focus on your goals for the day or week?		1 2 3 4 5
Tell me about a time when you had to make a decision in your supervisor's absence. How did you handle it?		1 2 3 4 5

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<p>Who is the best supervisor you ever had and why?</p> <p>Who was your least favourite – Why?</p>		1 2 3 4 5
<p>Tell me about one thing you will strive to do better in this job than you did in the last one? Why?</p>		1 2 3 4 5
<p>In your last job, how many days were you absent in the previous 12 months?</p> <p>Do you expect that to be higher or lower here at BUSINESS NAME?</p>		1 2 3 4 5
<p>When was your start time at your last job? How often were you on time?</p>		1 2 3 4 5

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Tell me about a difficult customer experience. What did you do and how did you learn from it?		1 2 3 4 5
What experience have you had in working in a small business? Do small business jobs differ from those of larger firms?		1 2 3 4 5
JOB QUALITY(courtesy, accuracy, professionalism, etc.) is an important part of this position. How would you conduct yourself in a QUALITY manner and can you give me examples of times where this was essential in your job.		1 2 3 4 5

<p>Tell me about a time in the past when you received constructive feedback. What did this mean to you?</p>		1 2 3 4 5
<p>What motivates you to do your best effort? What makes you thrive in a work environment?</p>		1 2 3 4 5
<p>If you were selected, what do you see as the key challenges that you will face as you assume this role?</p>		1 2 3 4 5
<p>What does success on the job mean to you?</p>		1 2 3 4 5
<p>We've learned a lot about you through this process. Are you still interested in the position?</p>		1 2 3 4 5

