INTERVIEW
QUESTIONS

Candidate _____

Date _____

1. Background

a. What do you know about our company and why are you interested in working here?

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b. Why are you leaving your current role?

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c. What strengths and skills do you bring to this position?

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d. What do you think is most important for this role?

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2. Style/Personality

a. What was your favorite job? Why?

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_____

b. Least favorite job or part of your role you like the least? Why?

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c. What gives you a great sense of accomplishment?

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_____

d. If your best friend were sitting here, what would they say frustrates you?

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e.   Describe your ideal boss and worst boss. Why?

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_____

f.   Describe an orange!

_____

_____

g.   Do you find you thrive best in a moderate or fast-paced environment? Why?

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_____

h.   Describe an example of a fast-paced environment you've worked in and what you handled in a typical morning.

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i.   Problem solving - Describe a problem and how you resolved it.

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j.   Resourceful - Would you consider yourself to be a resourceful person? Share an example of how you were resourceful?

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k.   Growth-oriented – Give me an example of a job you were assigned that was outside of your normal scope (or capability) and how you handled it.

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3. Skills/Project Management

a.   Details - Are you good with details? Give an example of a detailed task you handled.

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_____

b.   Capacity - Number of tasks you typically work on per day? At what point do you feel yourself hitting your limits?

_____

_____

c. Prioritization - How do you determine what tasks are most important and why?

_____

_____

d. Rate yourself on a scale of 1-10 in:

   i. _____ Microsoft Office – Word, Excel, PowerPoint, Outlook, other

   ii. _____ Details

   iii. _____ Organized

e. Proactive – Give me an example of how you plan and prepare.

_____

_____

f. Organized – How do you stay on top of all your tasks?

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_____

g. Challenges – We all have that one thing that goes wrong on a project! Describe a situation that happened to you and how you handled it.

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4. Communications/Relationships

a. Give me an example of a customer complaint you received and how you handled it.

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b. Tell me about a time you had an ethical dilemma at work. How did you deal with it and what was the outcome?

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c. Tell me about a time someone criticized your work. How did you respond? What did you learn?

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d. Give me an example of a conflict you encountered and how you resolved it.

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e. Relationships – How do you build trust with people? How do you work with difficult personalities?
Give examples.

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5. Questions for me about the role or our company? (note these)

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6. Logistics

a. Potential start date

b. Expected salary range

c. Working on site or remotely or hybrid

d. Computer requirements – Mac, PC, software programs