**Job Interview Questions**

|  |  |
| --- | --- |
| **Candidate Name** |  |
| **Date** |  |
| **Position Title** |  |

|  |
| --- |
| **Opening the Interview** |
| 1. How did you learn about the opening? |
| 1. Why are you interested in working for us? |
| **Work Experience/Education** |
| 1. Describe your experience that is most related to this position? |
| 1. Describe your specific strengths that would contribute to the success of this position? |
| 1. What are your long-term goals? If you are hired for this job, what will you try to accomplish first and what do you think might be an obstacle in getting there? |
| 1. What skill would like to improve over the next year or two? What new skill would you like to develop? |
| **Work Performance** |
| 1. What did you like most about your last (or current) position? |
| 1. What did you like least? |
| 1. How do you approach a task that you find challenging? |
| 1. How would your supervisor and coworkers describe your work? |
| 1. Can you tell me about your biggest work accomplishment, how you achieved it, and why you're most proud of it? |
| **Communication** |
| 1. Can you discuss a time when a client or customer was unhappy with you and how you responded? |
| 1. Describe a work conflict you've had with a colleague or supervisor and how you handled it? |
| 1. If your superior makes an error, would you inform them? How? |
| **Leadership** |
| 1. What supervisory or leadership roles have you held? |
| 1. What is your management style? |
| 1. Can you talk about a time you saw a business process or procedure that you thought needed improvement, what you did about it, and the result? |
| 1. Give me an example of a time in which you had a tight deadline. How did you handle it? |
| **Teamwork** |
| 1. How do you establish a working relationship with new people? |
| 1. How do you see yourself contributing to a team approach? |
| **Conclusion** |
| 1. Do you have any questions for me? |
| 1. What is the most important thing we should remember about you when we're making our decision? |