

**SAMPLE INTERVIEW QUESTIONS**

A variety of job related questions are listed below. You may find some of these questions, (or variations of them), helpful in obtaining information from applicants.

**KEY POINTS TO REMEMBER WHEN INTERVIEWING CANDIDATES**

Questions should be formulated to determine work-related skills. Questions that could be construed to be discriminatory such as questions on race, color, national origin, sex, sexual orientation, religion, age or handicap should be avoided.

1. **Questions to learn how the applicant regards current or past positions**

* What are some examples of the types of decisions you make in your current position?
* What activities did you enjoy most at your current/ last job?
* What do you consider the most critical elements in the successful performance of your position?
* What do you feel you do best? Why?
* What job functions are the most difficult for you? Why?
* What problems do you encounter on the job? How do you deal with them?
* Which frustrate you the most?
* What was your greatest contribution in your present (past) position?
* How have your previous jobs prepared you for more responsibility?
* What are the reasons you left your last job?

1. **Questions to probe the applicants' relationships with people**

* How would you describe your relationships with people in other departments?
* What kind of people do you enjoy working with? What kind do you find difficult?
* What do you consider essential in the management of people?
* What type of committees have you worked on? What did you contribute?
* For what kinds of things have you been praised? Criticized?
* Tell me about a specific time in the past in which you had to deal with a very upset customer or coworker.

1. **Questions to explore aspirations**

* What is important to you in a job? What would you like to avoid?
* What do you want from this job that is lacking in your present (past) one?
* What position do you expect to hold five years from now?
* What are you doing to achieve your career goals?

1. **Questions to stimulate self-assessment**

* As an employee, what do you consider your greatest strength?
* In what areas would you most like to improve? Why?
* What motivates you?
* Why did you select this particular field of work?

1. **Questions to determine how the applicant would apply skills, experience and knowledge**

* What attracts you to the job for which you are applying?
* Give me an example of a problem you faced on the job, and tell me how you solved it.
* What elements of this job would be new to you?
* What additional training do you feel is required to achieve full proficiency?