

Interview Questions Checklist

Instructions:

Questions below are grouped according to the topics you might want to cover during the interview. Choose and check off ones that apply to the job and candidate involved in your specific situation.

Education

1. Where did you go to school?
2. Why did you choose that college?
3. Why did you choose _____ as your major?
4. Which subjects were you most interested in?
5. Why did you find them interesting?
6. What subject gave you the most trouble?
7. Why do you think you had trouble with that?
8. What extracurricular activities or sports did you participate in?
9. Did you lead or organize any of the activities?
10. How much time did you spend studying?
11. How were your grades?
12. Do you think grades are a good indication of a person's abilities?
Why?
13. Did you win any awards?
14. Did you work part-time or during the summer to earn spending money or help pay expenses?
15. Have you taken any additional education over, would you do anything differently?
16. If you were to start your education over, would you do anything differently?

Full-Time or Professional Work Experience

1. How did you get started in this line of work?
2. Could you describe your present job in detail?
3. Tell me how you spend a typical day.
4. Why do you want to leave your present job?
5. I see you also worked for the _____ and _____. Could you describe your duties on those jobs?
6. Your resume isn't clear about why you left your former job?
7. What have been your major accomplishments during your career?
8. What tasks do you find most stimulating or interesting?
9. Which tasks do you least like?
10. Which have been most difficult to accomplish?
11. On former jobs, were you asked to contribute new ideas or make suggestions for improvements?
12. What were some of these ideas or suggestions?
13. Were they implemented?
14. What were the results?
15. Have you ever had to work extra hours or change your personal plans to deal with an emergency at work?
16. Describe the situation, and what you did.
17. When you were with _____ company, did you work on your own or were you a member of a team?
18. Have you been satisfied with your rate of advancement in previous jobs? Why?
19. Why do you want to leave your present job?
20. How do you think your experience fits in with the job as I've described it to you?

21. What are your greatest strengths?
22. How do you think they'll help you on this job?
23. What are your biggest weaknesses?
24. What are you doing to overcome them?
25. What makes this job appealing to you?
26. There's stress involved in this job. Have you ever worked under such conditions before? How did you handle it?
27. What are the advantages in working for _____? Disadvantages?

Attitude and Motivation

1. Do you feel you've been successful in your career so far?
2. Which supervisor or boss did you like best? Why?
3. Which did you like least? Why?
4. You've worked for quite a few companies. Why have you changed jobs so often?
5. You've been with the same company for 10 years. Why do you want to change now?
6. Do you enjoy work?
7. Would you work if you didn't need the money?
8. What steps have you taken during your career to qualify for better jobs or improve your skills?
9. What do you envision yourself doing five years from now?
10. What is the most valuable criticism you've ever received? How did it help?
11. Are you generally lucky?
12. What is the most monotonous work you ever did?
13. Do you think selling requires better health than inside work?
14. If you could find any job you wanted, what would you really like to do the most?
15. Do you consider yourself a competitive person?

Ability to Get Along With Others

1. What do you admire most about your present boss?
2. How would your present supervisor describe you?
3. Do you get along well with him or her?
4. What would the people who work for you say about you?
5. Do you prefer to work alone or with a group?
6. What kinds of people do you like to work with?
7. What kinds of people annoy you the most?
8. What do you think are the most effective ways to motivate people?
9. What methods seem least effective?
10. Have you ever seen another salesperson show especially poor judgment? Tell me about it.

Home Life and Outside Interests

1. How does your spouse feel about you leaving your present job?
2. If you take this job you will have to relocate. How will your family react to the move?
3. What do you do in your spare time?
4. Do you belong to any volunteer groups?
5. What do you do in that group?
6. Have you ever organized any groups or activities?
7. How did you spend your time this past weekend?
8. Tell me about your best friend.
9. Nobody is perfect, and we all know families to be critical. What happens to be the criticism of you at your home?