

## **SUGGESTED QUESTIONS FOR INTERVIEWING APPLICANTS**

1. How did you choose this line of work?
2. What did you enjoy most about your last job?
3. What did you like least about your last job?
4. What has been your greatest frustration or disappointment on your present job?  
Why?
5. What are some of the pluses and minuses of your last job?
6. What were the circumstances surrounding you leaving your last job?
7. Did you give notice?
8. Why should we be hiring you?
9. What do you expect from this employer?
10. What are three things you will not do in your next job?
11. What would your last supervisor say your three weaknesses are?
12. What are your major strengths?
13. How can your supervisor best help you obtain your goals?
14. How did your supervisor rate your job performance?
15. In what ways would you change your last supervisor?
16. What are your career goals during the next 1-3 years? 5-10 years?
17. How will working for this company help you reach those goals?
18. What did you do the last time you received instructions with which you disagreed?
19. What are some of the things about which you and your supervisor disagreed?  
What did you do?
20. Which do you prefer, working alone or working with groups?
21. What motivated you to do better at your last job?
22. Do you consider your progress on that job representative of your ability? Why?
23. Do you have any questions about the duties of the job for which you have applied?
24. Can you perform the essential functions of the job for which you have applied?

### **Additional Questions**

1. Management: Describe the best boss you ever had. Describe the worst boss you ever had. Describe your own management style.
2. How do you motivate employees to perform at their best?
3. Describe your greatest management challenge and how you handled it.
4. Tell me about your greatest accomplishment.
5. Since everyone has strengths and areas of improvement, what are the areas that you are working on for your own development?
6. (Ask the applicant to describe the organization structure – who they reported to (first name), who were their peers (what roles), and who were their direct reports – draw it out as they are talking). Then ask: Who among this group did you have the best working relationship with and why, and which relationship needed the most work and why?
7. Behavioral Questions: “Tell me about a time when.....” (you went above and beyond what was required; when you failed at something; when you didn’t get your way; etc. etc.)
8. Situation Questions: (Set up a hypothetical situation – perhaps one based in reality but changed enough to protect confidentiality – and ask how the applicant would have handled the situation). Suppose.....