Interview Questions & Evaluation Grid

***Applicant Name:                                                   Date***

Work Record, Commitment and Adaptability

**The following interview questions are focused on the candidate’s *work record, commitment* and *adaptability:***

1. Considering the jobs you’ve held, how you would evaluate your performance in each?

2. In which job do you think you performed the best, and in which do you feel you performed the least well?  Why?

3. Have you had to work long hours, including evenings and weekends?  How did you feel about it?

4. Give me an example from your current job, or a past one, where you had to overcome obstacles or difficulties in meeting your objectives.  How did you do it?

5. In the jobs you’ve held in the past, what did you do when you found that you weren’t progressing toward meeting your goals?

6. What were the worst problems you faced in your previous jobs?  How did you handle them at the time?  Would you handle them differently today?  How?

7. Tell me about a job in which you’ve had to organize people or activities?

8. What kinds of things would motivate you to leave a job?

9. Tell me about a time that you had to be organized and multi-task

Goal Orientation and Learning Ability

**The following questions are focused on the candidate’s *goal orientation* and *learning ability:***

1. What have been your greatest work and non-work achievements?

2. What have been your greatest disappointments?  How have you dealt with them?

3. What goals are you currently working on?  What is your plan for achieving them?

4. What did you hope to learn from your current job?  What did you actually learn?

5. Give me an example of a job where you had to learn to use new skills.  How did you go about it?

Interpersonal Relations and Ability to Influence Others

**The following questions are focused on the candidate’s *interpersonal relations* and *ability* to *influence others:***

1. Tell me about your most positive and negative experience with a manager or supervisor.

2. Tell me about an occasion when you disagreed with a manager and how you handled it.

3. Tell me what you like best about your relationship with your co-workers and what you like least.

4. Describe a problem you’ve had with a co-worker and how you handled it.  Would you do it differently today?

5. Give me an example of a recent job in which you had to sell people on an idea or your point of view.  How did you overcome their objections?

Job Motivation and Self-Management

**The following questions are focused on the candidate’s *job motivation* and *self-management:***

1. Of the jobs you’ve had, describe your favorite and tell me why you enjoyed it.  Then describe your least favorite and tell me why.

2. Give me an example of a job you’ve had where you had to work independently, managing your own time and activities.

3. Tell me about a special project you were assigned in a previous job and how you planned and accomplished it.

4. Describe the leadership roles you’ve had at work and tell me what you think makes an effective leader.

5. What work accomplishments makes you the proudest?  Why?

Job Candidate Evaluation Grid

