
INTERVIEW QUESTIONS: JOB TITLE

Candidate: _____ Source: _____

Interview Date: _____ By: _____

Current/previous company and title _____

Dates _____

Responsibilities

Why leaving _____

Liked best _____

Liked least _____

Compensation _____

Previous company and title _____

Dates _____

Responsibilities

Why leaving _____

Liked best _____

Liked least _____

Compensation _____

Describe your ideal job:

What skills do you have that would benefit you in this position?

What skills do you need to develop further?

What has been your greatest job-related accomplishment to date?

If you found yourself involved in a negative conversation about a peer, your work, or your boss, how would you handle it?

Tell me about a work situation in which you had to work with others to achieve a common goal.



Do you prefer to work alone, or in a group? Why?



What specifically do you do to ensure that you give adequate attention to your various assigned responsibilities?



Have you ever been in a position of leadership? If so, how did you motivate the group?



Describe a time when you were effective at detecting an emerging problem and taking action to resolve it before it became serious.



What activities do you enjoy doing in your free time?



What are your long-term goals?

Rank your preference for the following work responsibilities from choice #1 to choice #5. #1 would be what you're most excited about and #5 would be what you're least excited about.

- Job function 1
- Job function 2
- Job function 3
- Job function 4
- Job function 5

Are you able to work (schedule) _____? Yes No

What kind of compensation are you looking for?

Questions from candidate:

Other notes about this candidate:

Recommend

Recommend only if:



Do not recommend:

Not qualified—skill sets

Not qualified—education/experience

Outside salary range

Work schedule requirements don't match

Does not fit The Employee Management Team culture/values

Other: