

Getting to Know Each Other

Sample Interview Questions

Three phases of a successful interview:

1. **Establish rapport** by welcoming them. Consider offering a glass of water, coffee or tea. Engage in small talk (e.g. talk about last night's game) to get the conversation started.
2. **Exchange of information.** Most of the time in the interview is spent with you asking a number of questions to see how well the person is suited for the job and working with your company. Review the 35 sample questions below and ask a **minimum of six** of the following questions. Include at least one question from each section: work, education, personal.
3. **Wrap-up** the conversation by asking the candidate if they have any final questions, let them know what the next step of your hiring process is, when they can expect to hear back from you, and thank them for their interest in the job.

Work Experience Questions (Cover: earliest jobs, part-time, temporary, full-time positions)	I will ask this question
1. Describe your work experience in general terms, beginning with your job as _____ and leading up to your present job.	
2. Tell me about some of your achievements that have been recognized by your boss.	
3. What were some of your most important accomplishments in your job as _____?	
4. Why are you applying for this job?	
5. What are some things your supervisors have complimented you on?	
6. What are some things your supervisors have criticized you on?	
7. How would previous supervisors describe you?	
8. What are some of the things you liked most/least about your last job?	
9. What types of things frustrate you and what do you do about it?	
10. What were some problems you encountered on your previous job?	
11. How did you solve these problems?	
12. What do you like least about the job description?	
13. How do you deal with an angry or frustrated customer?	
14. What is the biggest mistake you have made so far on any job?	
15. With what types of people do you get along best?	
16. What have you been most criticized for as an employee?	

Education Questions (Cover: primary, secondary, college and university, specialized training and recent courses)	I will ask this question
17. Why did you choose your area of study?	
18. What subjects did you enjoy most/least? Why?	
19. Describe any additional training other than school/university?	
20. What are your plans for further education?	

Personal Factors Questions (Things to look for: insights on character, personality and overall attitude)	I will ask this question
21. In general, how would you describe yourself?	
22. How do you feel about shift work, working overtime?	
23. Tell me about your hobbies and interests.	
24. What do you consider a good day's effort?	
25. What special characteristics should I consider about you as a person?	
26. Give me an example of your initiative in a challenging situation.	
27. What do you feel are your personal limitations?	
28. What kind of rewards are most satisfying to you?	
29. What are some of the things you have found especially motivating over the years?	
30. What kinds of decisions are most difficult for you?	
31. How do you deal with disagreements with others?	
32. How would you describe the ideal job for you?	
33. What have you been involved with that you now regret?	
34. What have the disappointments of life taught you?	
35. Why should I hire you?	