

# INTERVIEW QUESTIONS

[Company Name]

CANDIDATE	DATE	INTERVIEWER
POSITION	DEPARTMENT	HIRING MANAGER

## INSTRUCTIONS

Use the following questions as a guide for interviewing a candidate.

## RESPONSIBILITIES

What are your responsibilities in your current position? In previous positions?


## REASON FOR LEAVING

Why are you interested in leaving your current job?


## SUCCESS FACTORS

How were you successful in your last position?

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**ACCOMPLISHMENTS**

What was your most rewarding accomplishment?


**DISAPPOINTMENTS**

What was your most disappointing professional situation? How did you handle it?


**WORKING RELATIONSHIPS**

Tell me about someone with whom you had a difficult time working. How did you manage the situation?


**PERFORMANCE MEASUREMENT**

How is your performance measured in your current job? How often, over the last twelve months, did you meet or exceed your assigned goals? Tell me about a time when you did not meet your goals. What steps did you take?


**INTERVIEW PREPAREDNESS**

What do you know about our company's products and services?


**PERFORMANCE MEASUREMENT**

When reporting to a manager, with what management style do you work well?


**SELF EVALUATION**

How would your current manager describe you? How would your time management and self discipline skills be described? Why?



**MOTIVATION**

What motivates you?


**STRENGTHS**

What are your strengths? What skills would you like to continue to develop?


**OVERALL RATING**

After interviewing the candidate, rate his/her overall performance.

**1**–Unsatisfactory     **2**–Satisfactory     **3**–Average     **4**–Above average     **5**–Outstanding

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**OTHER COMMENTS**

