

SAMPLE JOB INTERVIEW QUESTIONS

Position _____

Name of Candidate _____

Date _____

Name of Interviewer _____

Other Interviewers _____

	Notes	Rating
Judgement		
Tell me about a time when you had to make a difficult decision.		Evidence of skill level: 1 2 3 4 5 None High Comments
Motivation		
Tell me about a time when you felt you came up short on your performance. What did you do about it?		Evidence of skill level: 1 2 3 4 5 None High Comments
Interpersonal Skills		
Tell me about a time you had a serious conflict with a coworker. How did you handle the situation?		Evidence of skill level: 1 2 3 4 5 None High Comments
What techniques have you used to listen effectively?		
Tell me about a situation in which you had to be open to a new idea or change in procedure that you did not think would work. How did you handle it?		
Planning/Organizing		
Tell me about a time when you had several critical tasks to complete and were running out of time. What did you do?		Evidence of skill level: 1 2 3 4 5 None High Comments
Project Management		
Tell me about the steps you have taken to get a project back on track when it was at risk of not being completed on time. Give me a specific example.		Evidence of skill level: 1 2 3 4 5 None High Comments
Professionalism		
What was the biggest mistake you have made in your work? What did you do about it and what did you learn from it?		Evidence of skill level: 1 2 3 4 5 None High Comments
Technical Skills		
Can you tell me in general terms how your technical skills meet the requirements for this position? What do you see as your shortcomings?		Evidence of skill level: 1 2 3 4 5 None High Comments
What have you done in the last year to upgrade or improve your skills?		

Quality		
Tell me about a time when you were given constructive criticism/feedback. How did you use it to improve your quality of work?		Evidence of skill level: 1 2 3 4 5 None High Comments
What methods or techniques do you use to monitor the quality of your work? Give me an example of when using these methods enabled you to correct a problem or error that otherwise would not have been identified.		
Teamwork		
Tell me about a time when you were able to remain objective and open to another viewpoint when you did not agree with it.		Evidence of skill level: 1 2 3 4 5 None High Comments
Tell me about a time you had to set your own interests or priorities aside in the interests of the team.		
Quality Management		
Tell me about a task or project you completed that required a very high level of accuracy and thoroughness. What steps did you take to ensure both were achieved?		Evidence of skill level: 1 2 3 4 5 None High Comments
Quantity		
Tell me about a time you had to work more quickly than you felt comfortable doing. How did it affect you?		Evidence of skill level: 1 2 3 4 5 None High Comments
Adaptability		
What is the most difficult or frustrating part of constant change for you? How do you cope with it?		Evidence of skill level: 1 2 3 4 5 None High Comments
Attendance/Punctuality		
How many days did you miss from work in the last year?		Evidence of skill level: 1 2 3 4 5 None High Comments
Dependability		
Give me an example of a time when you had to go above and beyond to meet your project goal.		Evidence of skill level: 1 2 3 4 5 None High Comments
Tell me about a time when you did not agree with the direction given you. How did you address the conflict?		
Initiative		
Tell me about a time when you were overwhelmed with work. What did you do?		Evidence of skill level: 1 2 3 4 5 None High Comments

Tell me about a time when you asked for increased responsibility. What was your reason and how did you approach the other individual(s)?		
Tell me about a time when you volunteered to do or assist with a project that was outside the scope of your own job. Why did you do it?		
		Summary rating

Recommendation: Second Interview

Hire/Promote

Do Not Hire/Promote

Reason for Recommendation:
