

# Interview Questions

Candidate Name	Source

Position Interviewing For	Department

Interview Date	Interviewer Name

## WORK HISTORY

Currently employed?  Yes  No

Job Title	Company Name

Start Date	End Date	Salary

Responsibilities

Currently employed?  Yes  No

Job Title	Company Name

Start Date	End Date	Salary

Responsibilities

Reason for Leaving

Favorite Part of Job	Least Favorite Part of Job

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?

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?

How do you ensure that you give adequate attention to your various responsibilities? Give examples.

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 career goals?

Rank your preference for the following work responsibilities from 1 to 5, with 1 being what you are most excited about and 5 being what you're least excited about.

- [Insert job function]:
- [Insert job function]:
- [Insert job function]:
- [Insert job function]:
- [Insert job function]:

Are you available to work the required schedule?  Yes  No

Salary Requirements

Candidate Questions

Other Notes

Recommend?  Yes  No  Only if:

If not recommending, why?

- Not qualified (skill set)
- Not qualified (education or experience)
- Outside salary range
- Unable to work required schedule
- Does not fit [C\_Officialname] culture or values
- Other (explain):