

Applicant: _____ Date/ Time: _____

Interviewer: _____ Position: _____

Use every question or pick and choose as applicable. Rate the candidate's response on the 1-5 scale (1 being poor and 5 being outstanding).
Make notes near questions. (Page 1 may be completed via phone) For more interviewing tips visit: <http://blog.driventoexcel.com/?p=750>

OPENING:

Tell me what you know about our company?

1 2 3 4 5

Why did you choose our company?

1 2 3 4 5

What is your experience of our industry, either as an insider or from the outside?

1 2 3 4 5

EDUCATION:

Tell me about your education experience *outside of school*. What was your favorite course/workshop/seminar and why? (What did you gain from it or take away from it?)

1 2 3 4 5

What steps are you willing to take to ensure your growth in this industry?

1 2 3 4 5

Do you have any favorite (business) books?

1 2 3 4 5

WORK HISTORY:

Tell me about a (teacher/boss/supervisor) who had the greatest impact on you (personally/professionally) and why?

1 2 3 4 5

Tell me about a time you went above and beyond the call of duty for a guest/client/customer?

1 2 3 4 5

Tell me about a time you went above and beyond for a team member/classmate/coworker?

1 2 3 4 5

Give me an example of a time when a guest/client/customer asked you for something unreasonable. (Be specific) How did you handle it?

1 2 3 4 5

Tell me about a time when you had a conflict with another team member/classmate/coworker. How did you resolve your differences?

1 2 3 4 5

If I picked up the phone and called your last employer/teacher how would they describe you?

1 2 3 4 5

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PLANS AND GOALS:

What do you view as opportunities and advantages of joining the Our company team?

1 2 3 4 5

What do you view as risks and disadvantages?

1 2 3 4 5

(Hypothetical) Describe yourself at the peak of your career. How did you get there? Where do you go from there?

1 2 3 4 5

Describe your most important personal goal? How might this help or hinder your career?

1 2 3 4 5

SELF-APPRAISAL:

I would like you to give me a through self appraisal, beginning with what you consider your strengths, assets, things you like about yourself and things you do well.

1 2 3 4 5

Ok, let's look at the other side of the coin for a moment. What would you say are your shortcomings, weaker points, or areas for improvement?

1 2 3 4 5

This industry requires a lot of creative thought. Tell me in what ways you are creative? How do you express your creativity?

1 2 3 4 5

Tell me about a time you were forced to change, how did it impact you?

1 2 3 4 5

Tell me about your greatest achievement that at first may have seemed impossible. How did you accomplish it and what were the results?

1 2 3 4 5

TARGETED QUESTIONS:

Describe your computer skills. With what programs are you most familiar?

1 2 3 4 5

Walk me through the "ideal" *client experience* with our company, from start to finish. (Be specific)

1 2 3 4 5

What is your experience of establishing and documenting procedures?

1 2 3 4 5

What is the difference between "Managing" and "Leading?"

1 2 3 4 5