



INTERVIEW QUESTIONS YOU MIGHT WANT TO USE

For Executive and Supervisory Positions:

Knowledge/Skills:

- In which areas do you feel you need to upgrade your knowledge? Why do you feel that way?
- What improvements did you introduce in your last position?
- If you had to choose between retaining a poor performer and operating with a short-staffing situation, which would you choose?

Interests:

- What have been the major surprises you encountered in being a manager?
- What are you doing to continue developing your management skills?

Values:

- What would make an organization unattractive to you as a prospective employer?
- Who has exercised the greatest influence on you? What did you learn from her/him?

Working Climate:

- If you had to choose between solving a problem for a key customer or solving a problem for a key employee, which would you choose?
- What appeals to you about us?

For Non-Supervisory Positions

Knowledge/Skills:

- What improvements did you introduce in your last position?
- What would you say are your 3 major strengths? How will these strengths help you in this position?
- Could you describe a few situations in which your work was criticized? How did you handle that?

Interests:

- What do you want to avoid in your next job?
- What have been the major surprises you encountered in being a [insert occupation]?

Values:

- What is your definition of success?
- What would you expect would happen on your first day on the job?

Working Climate:

- Describe your method of working.
- Why are you looking for a new position right now?