

Following are some questions to draw from when interviewing applicants. A professional interview should take about 45 minutes to one hour. However, a formal interview may not always be appropriate. Whether the interview is formal or informal, your role as interviewer is to get to know the applicant as best as possible in that time.

So prepare questions that:

- Relate to the job role
- Are suitable hypothetical scenarios
- Determine the applicant's life skills

You might consider providing the applicant with all or some key questions or topics prior to the interview.

Below are some topics to consider when questioning applicants:

Introductory Questions:

- What made you apply for this position?
- What sparked your interest in this position?

Work History / Past experience/ Life skills:

- What can you bring to this position from your past experiences?
- Describe at least one accomplishment you have achieved and how did it make you feel?
- What do you find important in a business you are working for?

Performance:

- What do you see as your strong points?
- What do you see as your weak points?
- When have you been told or discovered for yourself a problem in your performance? What have you typically done? Can you give an example?
- Do you prefer to work alone or in groups?
- In your previous position what kind of pressures did you encounter? How do you handle those pressures?
- What are some of the things you particularly liked about your last position?

Career Goals / Plans:

- What are your long term employment objectives?
- What do you feel you need to develop to achieve these?
- How does this position fit with your overall objectives?

Self-Assessment:

- How do you describe yourself?
- What kind of things do you feel most confident in doing?
- Can you describe a difficult obstacle you have had to overcome? How did you handle it?

Creativity:

- Can you think of a problem you have encountered when the old solution did not work and you had to come up with a new one?
- Of your creative accomplishments big or small, at work or at home, what gave you the most satisfaction?
- What kind of problems have people called on you to help solve?

Decisiveness:

- What was the most difficult decision you have made in the last six months? What made it difficult?
- What did you do the last time you had a difficult decision to make?

Leadership:

- What approach do you take to get your people to accept your ideas or department goals?
- What do you do to set an example?
- How would you describe your basic leadership style? Give specific examples of how you practice this?

Interest in Self-Development:

- What has been the most important person or event in your own self development?
- Who do you look up to and why?

Closing an Interview

At the end of an interview make sure you:

- Thank the applicant for their time.
- Clarify any points that you are unsure of.
- Provide the applicant with information as to how long you expect the application process to take.
- Tell the applicant that you will let them know the outcome of their application.

Note-Taking

Take notes during the interview, and as soon as the interview has finished while your impressions are still fresh.