

SUGGESTED INTERVIEW QUESTIONS

Table of Contents	Page No.
1) Prior Attendance and Reliability.....	1
2) Educational Background.....	2
3) Prior Job Performance.....	3
4) Technical Skills and Special Factors.....	5
5) Expectations and Attitudes of Applicant.....	6
6) Work History.....	8
7) Ability to Learn New Methods.....	9
8) Ability to Solve Problems.....	9
9) Ability to Work Well With Others.....	10
10) Goals and Motivation.....	11
11) Integrity Questions.....	12
12) General Questions.....	12



SUGGESTED INTERVIEW QUESTIONS

(NOTE: Questions in bold type are normally considered important to ask.)

1) Prior Attendance and Reliability

- **How long have you lived in the area?** How long do you plan on living in the area?
- **Do you have dependable transportation to work?** How far do you live from our facility?
- How was your attendance on your last job?
- Is there any reason why you can't work weekends or evenings (if required by job)?
- **On occasion we work overtime. Is there any reason why you could not work overtime (if required by job)?**
- Why did you move to this area? Do you have relatives or family living in our area? How do you like this part of the country?
- Are you presently involved in any part-time work?
- Do you consider yourself dependable? Responsible? Why?
- **How many days were you absent in your last year of employment?** *0-5? 5-10? 10-15? Over 20?*
- After our interview, we will check your references. When I call your former manager, what can I expect him to tell me about your reliability?



2) Educational Background

- What courses did you enjoy most in school? Why?
- Do you plan to return to school?
- **How does your education relate to the requirements of this job?**
(Use if education is relevant to job position applied for.)
- What did you consider to be your *strongest* courses? Why?
- Which were your *weakest* courses? Why?
- Were there any courses or subjects that you found particularly hard to grasp? Were you eventually able to master them? How did you accomplish that?
- Did you work or hold any part-time jobs while you attended school? If so, what kind of jobs did you have?
- What training did you have in high school that has helped you in your career?
- How were your overall grades in school? What grades did you receive? Did your grades go up or down during the four year period?
- In what type of extracurricular activities did you participate in school?
- Why did you decide to go to school?
- Why did you decide to drop out of school?
- **What courses have you taken since leaving school that would relate to the job you are applying for?**
- Tell me about subjects you have studied in job-related fields, e.g., medical, accounting, computer programming, etc.