

SAMPLE INTERVIEW QUESTIONS



SAMPLE TELEPHONE SCREEN QUESTION TEMPLATE

PURPOSE: TO WEED OUT CANDIDATES WHO DO NOT MEET THE BASIC REQUIREMENTS OF THE POSITION.

- 1 I see you are still working/OR I see that you are not currently working and looking for a new opportunity. Why are you looking to make a job change/OR what happened and what are you doing now?
- 2 The position is currently [Insert remote, hybrid, on-site]. Please confirm you are comfortable working [Insert remotely, hybrid, on-site].
- 3 What interests you about the position and attracted you to apply? Further, how do you see this position as a good fit/a good opportunity for your career?
- 4 Can you briefly describe your main job duties in your current role and your last role? Which of your last roles do you find most relevant to this position and why did you leave that role?
- 5 What are your compensation expectations for this type of role? [Please provide a range].
- 6 Why should you be considered for this position?



SAMPLE FULL LENGTH INTERVIEW QUESTIONS

**PURPOSE: TO DELVE DEEPER INTO THE CANDIDATE'S
FIT WITH THE ROLE AND ORGANIZATION.**

- 1 Can you tell us about your previous work experience?
- 2 Why are you interested in this position?
- 3 How do you handle difficult situations or customers?
- 4 Can you give an example of a time when you had to problem-solve on the job?
- 5 How do you prioritize and manage your workload?
- 6 What systems and software tools do you use to keep organized?
Cite examples.
- 7 Can you describe a situation in which you had to work with a team to accomplish a task?
- 8 How do you keep yourself updated with industry developments and trends?



SAMPLE FULL LENGTH INTERVIEW QUESTIONS

**PURPOSE: TO DELVE DEEPER INTO THE CANDIDATE'S
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- 9 Can you explain a specific accomplishment you are proud of and how it impacted your company or team?
- 10 What have you learned from your past mistakes in past jobs? Please provide an example of a mistake and what you learned from it.
- 11 Have you changed any processes, functions or methods of doing your job? Please give me examples.
- 12 How do you handle stress or pressure in the workplace?
- 13 Can you tell us about a time when you had to make a difficult decision on the job?



THINGS TO CONSIDER WHEN ASKING INTERVIEW QUESTIONS:

- It is important to add probing questions when appropriate, like asking the candidate for specific examples or to describe their experience in more detail.
- The candidate may not always have an answer to the question, but How they respond is important to note. For example “I don’t have an answer to that but I can talk about something similar” OR “I don’t have that skill set but I am willing to learn”.
- In conversation, it is advisable to probe any gaps in work experience when relevant to gain a clear and accurate timeline of an employee’s employment history (i.e. were they in school, took a break from the workplace etc.), and further probe if any gaps will have a negative impact on their ability to perform the role (For example, if there is a long gap from the workplace or industry, ask follow up questions on if they have kept up with technologies needed to be successful in the role, and consider whether any gaps in knowledge can be trained or if they are necessary for the role?).

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