



## ***Management Tool of the Month***

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The following interview questions are “proven” winners that will help you effectively screen new job candidates, says Sherrie Childers, administrator of CarePartners in Wichita Falls, Texas. For best results, Childers suggests choosing three questions from each of the following categories: applicant’s feelings about his/her current job, applicant’s feelings about people, applicant’s job objectives and applicant’s feelings about himself/herself.

### **Questions Relating to How Applicant Feels about Current Job:**

1. One of the things we want to talk about today is your work experience; would you tell me about your present job?
2. What were your major responsibilities in your last job?
3. In your last job, what did you spend most of your time doing, and how much time did you spend on each?
4. What are some of the things on your job that you feel you have performed particularly well, or in which you have achieved the greatest success? Why?
5. What did you find most difficult to do? Why?
6. What are some of the problems you encountered in doing your job? Which frustrate you the most? What do you do about them?
7. How do you feel about the progress you have made with your present company?
8. In what ways do you feel that your present job has prepared you to take on even greater tasks?
9. What would you say was the most or least promising job you’ve ever? Why?
10. What are some of the reasons you left your last job? (Look for more than one reason for a voluntary resignation.)
11. What is your general impression of the last company for which you worked?
12. What were some things you particularly liked about your last job?
13. Most jobs have pluses and minuses– what are some of the minuses in your last job?
14. Do you consider your progress on the job representative of your ability? Why?
15. Where would you rank this job with other jobs you have held? Why?
16. How many hours per week do you feel a person should devote to his/her job?
17. What do you feel is a satisfactory attendance record?

**Questions Relating to How Applicant Feels about People:**

1. What kind of person is your supervisor?
2. What are some of the things about which you and your supervisor disagree?
3. What do you feel were you supervisor's greatest strengths?
4. In what areas do you feel your supervisor could have done a better job?
5. How do you feel about the way you or others in the department were treated by your supervisor?
6. How do you feel your supervisor rated your job performance? What evidence do you have to support this conclusion?
7. What kinds of people do you like working with? What kinds of people do you find it most difficult to work with? How have you successfully worked with this type of person?

**Questions Relating the Applicant's Job Objectives:**

1. What are some of the aspects of a job that are important to you and why?
2. What are some of the things you would like to avoid in a job and why?
3. What do you want from your next job that you are not getting from your present job?
4. What is your overall career objective? What are some of the things outside your job that you have done or that you plan to do that will help you reach your objective?
5. What kind of position would you expect to progress to in five years? Ten years?
6. What are you current salary expectations? How have you arrived at this figure? What would you consider satisfactory salary progression from this point?

**Questions About How the Applicant Regards Himself/Herself:**

1. How would you describe yourself?
2. As a person, what would you consider your greatest strength?
3. As a person, what do you feel you could most improve upon?
4. Are there certain things you feel more confident doing than others? What are they? Why?
5. What are some of the things that motivate you?