

APPLICANT'S NAME:

INTERVIEW DATE:

GENERAL

I HAD AN OPPORTUNITY TO REVIEW YOUR RESUME. IN A VERY GENERAL WAY, OUTLINE HOW YOUR WORK EXPERIENCE IS IMPORTANT OR RELEVANT TO THIS POSITION.

WHY ARE YOU INTERESTED IN THIS PARTICULAR POSITION?

WHAT EXPERIENCE AND SKILLS DO YOU BELIEVE YOU WILL BRING TO THIS POSITION?

TELL ME ABOUT A "DAY IN THE LIFE" OF YOUR CURRENT JOB.

WHAT MOTIVATES YOU AT WORK? IN THE PAST, HOW HAVE YOU DEMONSTRATED THAT YOU CARE ABOUT THE WORK YOU DO?

WHAT ARE YOUR GREATEST STRENGTHS? NAME THE MAIN AREA YOU FEEL YOU HAVE ROOM FOR IMPROVEMENT.

EDUCATIONAL BACKGROUND

WHAT MADE YOU SELECT THAT PARTICULAR SCHOOL?

WHAT TYPE OF ENVIRONMENT DO YOU BEST LEARN IN?

INITIATIVE

WHAT ACTIONS OF YOURS PROVE YOU TAKE INITIATIVE AT WORK?

TELL ME ABOUT A TIME WHEN YOU WENT THAT "EXTRA MILE" AND BEAT ALL EXPECTATIONS.

DESCRIBE A TIME WHEN YOU ANTICIPATED POTENTIAL PROBLEMS AND DEVELOPED PREVENTATIVE MEASURES?

DESCRIBE A SITUATION WHERE YOU HAD TO USE YOUR INITIATIVE TO SOLVE A PROBLEM. WHAT DID YOU DO?

NAME SOME PROBLEMS YOU HAVE TRIED TO SOLVE BEFORE BEING INSTRUCTED TO DO SO.

ORGANIZATION / PLANNING

HOW DO YOU DETERMINE PRIORITIES IN SCHEDULING YOUR TIME? GIVE EXAMPLES.

TELL ME ABOUT A TIME WHEN YOU FELT OVERWHELMED BY YOUR WORKLOAD. WOULD YOU FEEL OVERWHELMED IF YOU COULDN'T CHECK EVERYTHING OFF YOUR TO-DO LIST EVERY DAY?

SHARE WITH ME A PROJECT THAT YOU PLANNED FROM START TO FINISH. HOW DID YOU ORGANIZE YOUR TIME? DESCRIBE FOR ME YOUR ACTION PLAN.

BEHAVIORAL

DESCRIBE A TIME WHEN YOU WERE FACED WITH PROBLEMS OR STRESSES THAT TESTED YOUR COPING SKILLS. WHAT DID YOU DO? HOW DID YOU HANDLE THE PROBLEM?

DESCRIBE AN ACCOMPLISHMENT OF WHICH YOU ARE ESPECIALLY PROUD.

DESCRIBE A WORK DAY IN WHICH YOU ARE VERY SATISFIED.

WHAT ELSE CAN YOU TELL ME ABOUT YOURSELF THAT I NEED TO KNOW?

CLOSING REMARKS

DO YOU HAVE ANY QUESTIONS FOR ME?

DO YOU HAVE ANY FEEDBACK?

PITCH JOB / TALK ABOUT JOB DESCRIPTION.

I ENJOYED MEETING WITH YOU TODAY. I'M MEETING WITH A FEW OTHER CANDIDATES. I'M HOPING TO MAKE A DECISION IN THE NEXT 5-10 BUSINESS DAYS. YOU WILL HEAR FROM ME EITHER WAY.

ADDITIONAL NOTES: