



Job-Specific Interview Template

Position: _____

Date: _____

Preliminary Statements:

- Thank you for your time.
- We have a list of questions we have prepared and will ask every applicant the same questions.
- We will go through each question, then give you the opportunity to ask a few questions.
- If you are ready to get started, let's begin.

1) **Could you tell me about a situation when you had to be candid with a customer or team mate. How did you communicate your perspective?**

Look for an answer that demonstrates an appropriate and courteous example. Constructive candor is helpful, blunt commentary is not.

2) **How have you gone about gaining someone's commitment to an outcome? What have you done to ensure that the person follows through?**

Applicants should provide insight on how dependable they are, and how they followed up verbally to gain commitment, or with an email or phone call. Look for an applicant that demonstrates dependability and a commitment to achieving goals.

3) **Could you tell me about your actions in taking ownership of a special project or unique situation?**

Look for the applicant's examples of spotting an issue and taking ownership for fixing the situation without being told to do it.

4) **Could you give me an example of a time when you had to work a minimum of direction or guidelines? How were you able to ensure that you were on target?**

Some people wait for directions, others manage up and get the information they need. Look for someone to set clear goals and objectives, assign roles and responsibilities, and take the initiative, demonstrating assertiveness and confidence, without being too bold.

5) **What types of challenges do you face in your current job?**

Every job has its difficulties, but understanding what the interviewee considers to be a challenge will provide you with insight into their current (or past) job functions and what they may have a harder time doing or understanding. Answers should ideally reveal a solution rather than placing blame on external situations or people, but be aware of legitimate personal issues that might have affected the challenges in their job (such as medical or mental health reasons).

6) **What have you done to progress your career outside of your regular work day?**

Even when we're not working, we should try to expand our knowledge and advance our careers. A certain amount of extra-curricular effort should be expected. Look for examples of volunteer, academic, or research activities that demonstrate continuous learning.

7) **Why is consistency important and what steps have you taken to apply a policy or process consistently?**

Consistency will result in fairness, yet 100% consistency is next to impossible to achieve. Look for a pertinent example that sounds like a reasonable resolution.



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8) **Could you give me an example of a project you initiated? What steps did you take to scope out the project?**

Some people are able to move from idea to implementation quickly, often missing key steps in a process. Others are better at carrying out plans. Consider the level of position and ensure that the applicant is a good fit for the level of authority they will have.

9) **What training have you received in this specific program (machinery, software, equipment, manufacturing process, etc.)?**

Look for pertinent details that will be useful on the job. Look for the steps the applicant took to acquire the skills and how they stayed up to date in that area.

10) **Could you give me an example of a challenge you faced in getting cooperation from another department or co-worker?**

Even if the applicant was not in a management or supervisory role, they need to work with others, and this often means taking the lead. Examples could be from non-work situations if they have not had much work experience.

11) **What is your definition of ethics and what is an example of an ethical dilemma you faced?**

First, the definition and what it means to them. Second, look for an honest assessment of their role in an ethical dilemma.

12) **How much authority do you currently have in your job (or in a past job)? How do you go about resolving a situation if you lack authority?**

Look for how much authority the applicant has or had in their job. Consider whether this level is appropriate for the job applied for. Also consider whether they "managed up" and attempted to gain support from their supervisor or manager.

Points to Wrap Up:

- What questions do you have for me?
- Next steps...
- Don't make any promises about the job.
- Thank you for your time. We appreciate it.