



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) What is the most creative project you have been involved in?

This is a good initial question to showcase a creative project. The example could be from work, volunteering, or a school project (for new to the workforce applicants). Look for innovative answers, a flair for the creative, and a fully conceptualized project.

2) What is the most imaginative idea you have come up with?

Imaginative work could be improving a process, coming up with a creative solution, or creating an artistic work of art. Any example should convey an applicant's approach to conceptualizing something, developing a strategy or plan, and coming up with a finished product.

3) Could you tell me about a time when your ideas or suggestions were not implemented? How did you respond in that situation?

Some people give up when ideas are not accepted, others get frustrated or angry, still others will try and try again. Look for determination in the applicant's approach to achieving goals?

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 is your depth of knowledge on a subject? How did you gain that knowledge?

A general understanding of several important subjects is necessary for any profession. Breadth of knowledge is important, but an applicant should also have a depth of knowledge in some specific area. Look for work-related examples, no matter how specific, to assess whether the applicant's expertise will be useful.

6) What are some ways you have kept up to date in your field, with a new technology, or news affecting your job?

Formal training and development is one way, but look for applicants who seek knowledge through a variety of sources such as videos, internet, books, seminars, workshops, etc. Ask for specifics, not just a list of possible ways they stay up to date.

7) 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

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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).

8) **Could you tell me about how your achievements in past jobs could help us in this job?**

Are the accomplishments something that could be useful in this job or completely unrelated? Look for a balance of confidence and humility.

9) **What methods do you use to make decisions? Please give me an example of your approach.**

Does the answer reveal a systematic approach to decision making, using facts and evidence to support opinion? Look for the applicant to reveal a specific example of a decision they made that considered the pros and cons of the situation.

10) **How busy are you comfortable with being? What happens when you get overloaded with work?**

Assess from their answer whether they seem overwhelmed or comfortable with being busy and whether that fits the job in question.

11) **Could you tell me about your involvement in a situation where efficiency was an issue?**

Answers could reveal a problem or how efficiency was improved. Look for a focus on the process, not on people involved.

12) **What have you done to support the quality of the work product of your team?**

Quality can refer to the product, service, or other element. Everyone is involved in output in some way. What do they do to check, verify, and correct any deficiencies in their daily work?

13) **How do you set your standards for excellence? Give me an example.**

This question will provide a sense of the applicant's quality standards.

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.