



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.

Catalyst Profile

1) **In a past job, how specific and detailed was your job description? Was it fluid or more defined?**

A majority of positions are not fully set in stone and most, if not all, job descriptions include some level of "other duties as assigned." Evaluate whether the applicant is flexible and able to accept new responsibilities. If the assignment required them to "work out of class" (such as in the public sector) did they respectfully work with management to review the position description?

2) **Could you give me an example of when you had to learn something quickly? How did you obtain that skill or knowledge?**

A motivated person will make continuous learning a priority. They will research, take a course, read a book, shadow an expert, or do whatever is required to learn the new system. Ask for specific steps the applicant took on their own or at the request of management to ramp up their knowledge and skills.

3) **What was your thought process in moving from job X to job Y? What was attractive in switching jobs?**

You will likely hear good insight into why the person left one job for another. Verify that the reasoning matches the information on the application if applicable. Don't probe if they offered personal reasons (i.e., a leave of absence). Their answer will provide more insight into what they are looking for in their career.

4) **Could you list three of your greatest achievements on the job to date? Why do you consider those to be your greatest achievements?**

The answer will tell you the applicant's views on their achievements to date. Are these achievements in line with the job they are applying for? If not, the job may not meet their motivational needs.

5) **What are examples of an employee you were able to motivate and one that was more challenging? What worked and why?**

All employees are different and what works for one might not work for another. Look for an awareness of adapting their management style to a specific employee situation.

6) **Could you tell me about how you started on a new project or assignment? Walk me through the steps you took to begin the project.**

Look for a person who is able to conceive a plan, plot it out, schedule resources appropriately, and work independently, while checking in with management on progress.

7) **Tell me three possible advantages of being adaptable; then, tell me three possible disadvantages.**

This question will allow the interviewer to see if the interviewee's definition and understanding of adaptability aligns with the company's. It will also help the interviewer understand the interviewee's character by helping them to understand their thinking process.



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8) **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.

9) **To you, what are the top three most important things to know when it comes to entrepreneurship? Why do you consider those things important?**

It is always important to understand the values of a possible employee, especially when it comes to entrepreneurship, to make sure that those values and the company's align. This question will help the interviewer to understand the values of the interviewee, as well as their reasoning and thought-processes for why those values are important to them.

10) **Could you give me an example when you suggested a new idea to your boss? What was it, and how did your boss receive it?**

Innovation is not just generating ideas; it also requires the generation ideas that are realistic and achievable. This question uncovers whether the applicant has practical experience of generating and implementing ideas. Probe: How did you react, and what did you do? to see if the applicant got any innovative ideas through to implementation.

11) **Why is it important to be assertive? What example can you provide?**

Positive assertiveness requires that we not avoid or ignore problems, and not force a resolution, but collaborate to uncover hidden agendas, ask questions, see others' perspectives, and brainstorm solutions that work for all parties. Look for a strong example of these behaviors.

12) **List the top things that inspire your curiosity when working on a project, etc.**

The three things that the interviewee lists are items they consider to be the most important when it comes to inspiring their curiosity such as the practical usefulness of the product or project, or the challenge it presents. Understanding what inspires their curiosity will uncover behaviors that guide their everyday work.

13) **How do you make sure that you continue to be engaged in your work? What actions do you take if you lack motivation or interest?**

Most jobs have their ups and downs. This answer should provide insight into how self-directed they were and what they did to maintain involvement in the job.

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.