



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.

Compliance Profile

1) **Most jobs have a compliance component to them. What issues have you dealt with in your past positions regarding legal or regulatory compliance?**

This question will reveal the applicant's depth of knowledge about industry, quality, legal, or governmental standards and to what extent the applicant has been involved in those.

2) **What issues have you dealt with in your past positions regarding legal or regulatory compliance?**

Most jobs have a compliance component to them. An understanding of the industry, quality, safety, or regulatory requirements is essential. Probe into their involvement with adhering to regulations in whichever context they have worked.

3) **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.

4) **Tell me about a time when colleagues might not have been acting safely. What was the situation, and how was it resolved?**

Safety should always be a top priority. When someone takes a shortcut or does not follow proper safety guidelines, it can be challenging to speak up. Look for an awareness of the importance of following safety guidelines and a real-life example of how they asserted themselves in a tricky situation.

5) **Tell me about a time when you trained someone (ex. new employee). How did you go about training them?**

Look for an understanding that not all people learn the same way. Look for ways of integrating visual, aural, kinesthetic, and intellectual approaches to customize the training.

6) **What does accountability mean to you, and what example can you provide of a time when you lived up to that definition?**

It is always helpful to understand what the interviewee thinks about accountability; hopefully, it will help the interviewee see if their definition matches the organization's.

7) **What are some things that you need to continuously improve in your work life? Please give an example.**

People cannot be expected to know and be good at everything; everyone has room for improvement. This question is designed to help the interviewer understand what are some things that the interviewee may not feel confident in, and why.



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8) **Was there ever a time when either a colleague or a boss had problems with integrity? What did you do in the situation?**

Although we always hope that the people around us have the standards we personally hold to ourselves, sometimes this doesn't happen. It is our reaction in such situations that is important. People often do not feel comfortable with direct confrontation, but did the interviewee do anything in this situation? Their reaction to the situation will help the interviewer to understand the type of person the interviewee is.

9) **What about your past experiences makes you confident that you will be a good fit at this organization?**

The interviewer should pay attention to how confident the interviewee is when answering. The interviewer should have the interviewee's resume, and they will be able to see what they've done in the past to see whether or not they are honest and forthcoming.

10) **Tell me about a time when you had to earn someone's cooperation on a project. What did you do?**

In some cases, cooperation isn't something that's freely given, it has to be earned. Learning how people prove their loyalty and ability to cooperate with others can be very important when learning about the interviewee's personality. How did the interviewee earn someone's cooperation – how did they prove themselves to that person, negotiate, etc.

11) **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.

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.