



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.

Computer/IT

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) What would your co-workers say about your dependability? Give an example of how you have demonstrated dependability.

Asking for a co-worker's opinion gets the applicant to self-assess. Look for actual examples of how they fulfilled a task or project and demonstrated dependability.

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 projects and tasks that excite and motivate you on the job?

Keeping motivated and engaged is important in any job, but applicants cannot expect to be totally happy all the time. Applicants should provide insightful answers to their own behaviors in staying engaged at work.

5) What have you done to keep your attention on a task that might not be very interesting?

This question assesses their process-oriented skills. Hopefully they can provide an example of how they have performed focused, attentive work, along with some practical techniques for staying balanced and refreshed to avoid burnout.

6) Could you give me an example of how you had to be self-directed at work? How much direction did you need to get the job done?

Most jobs require applicants to follow directions, but direct themselves to getting work done. Look for examples of taking the initiative and organizing oneself in an independent way.

7) Which projects have you completed that demonstrate your expertise in this specific area?

With "this specific area" you can refer to any area, program, or body of knowledge you wish too. The projects that the candidate brings up should be relevant to the position they're interviewing for - help them by referring to a certain topic that is pertinent to the job. Whatever project(s) they bring up, as well as their ease of explanation, should help the interviewer understand the depth of their understanding.

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



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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.

9) Could you give me an example of a mistake you made and how you learned from this mistake?

Applicants may be hesitant to tell you about a mistake, but everyone makes them. Look for what steps the applicant took to fix the mistake and how they prevented this from happening again.

10) Could you tell me about a way you have improved a system in your department at a previous job?

Look for answers that indicate a logical and systematic work flow. Ideas are important, but they have to be useful and practical.

11) What is your level of capability (with a specific software)? What is the most elaborate work you have done in this area?

Use novice, intermediate, or advanced as simple characterizations of skill level. Look for depth of skills and experience in that certain software and frequency of use. How often did they use the software and how deep is their skill level? A simple objective test could also assess their specific skills, so you may want to follow up to verify skill level (if job related).

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 would others judge your credibility? What examples can you provide that show you are credible?

Asking for a co-worker's opinion allows the applicant to self-assess and review their own reputation. Make sure that they provide examples of what they actually did to demonstrate credibility, not just what they think you want to hear.

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.