



## 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.

### **Technical/Engineering**

1) Could you tell me about a situation when you had to be assertive with a customer, co-worker, or manager in a past job?

Look for an example that demonstrates a bold approach to solving the problem, without crossing the line from assertive to aggressive. Applicants should be able to resolve issues, not force a decision on someone.

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) In a past job, what was your role on the team and how did you contribute to the team's success?

Look for examples of offering support, taking on additional tasks, going above and beyond. Consider how much credit the applicant takes and whether they credit the team for results.

5) How did you gain important knowledge on this subject of expertise?

Breadth of knowledge is important, but an applicant should 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 experience do you have working in this industry?

The applicant may not have specific industry experience, but hopefully they will be able to find some connection between your industry and their past experience(s). If they don't have any past experience in this industry, are you able to observe whether or not they did any research, conduct interviews, or at a minimum, review the website?

7) Could you give me an example of a recommendation you made which was not implemented? What would you do differently next time to be sure your idea was enacted?

This question looks at how determined the applicant was to achieve their goals. The answer should be well thought-out and include some insight into how they learned to be effective and accomplished a goal regardless of any setbacks.

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.



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9) Could you tell me about a time when you were faced with making a decision without having all the facts?

Look for examples of whether the applicant reached out for the specific facts and information needed.

10) Could you tell me about a project that you initiated? What was the result of the project and what was your role in leading it?

Probe to uncover how the applicant proceeded from idea to implementation. Did they successfully set goals and overcome obstacles? How much authority or responsibility did they have on the project? Did they blame others for setbacks? Did they learn anything about themselves?

11) 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.

12) What is your skill level in this technical area and how did you obtain those skills?

Use novice, intermediate, or advanced as simple characterizations of skill level. A simple objective test could also assess their specific skills, so you may want to follow up to verify skill level.

13) What would co-workers say were your best on-the-job skills?

The applicant will assume that you will check references and ask this question. Look for confidence (without overdoing it) about revealing their understanding about their identity and reputation.

14) How have you ensured that your standards of excellence are met or exceeded?

Look for the applicant to provide examples of how they work with people who have different standards (since no one's standards are exactly the same). How do they deal with differing opinions?

15) What is your definition of integrity and how have you demonstrated integrity at work?

Integrity has to do with honesty, ethics, morals, etc. Having integrity means doing the right thing, and their example will provide insight into their individual moral code.

### 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.