



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.

Human Resources

1) What is most important in communicating with a co-worker, customer, or other work contact? How have you ensured that your communications are clear?

Look for insightful ways the applicant improved the conveyance of information. Examples could be tools or techniques they have used to communicate more clearly.

2) How have you demonstrated impartiality in your job?

Impartiality requires being fair and just, negotiating a win-win solution, and refraining from bias. Look for examples of how they diffused a situation, remained neutral, or mediated a dispute that would indicate an approach to fairness and equality.

3) 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.

4) 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.

5) What have to done to increase awareness of your skills, abilities and behaviors on the job?

Look for examples of what the applicant has done to respond to surveys, feedback, 360 degree input from managers or other information.

6) Could you give me an example of a task or project that created stress for you? What about it gave you stress?

Most jobs have a certain amount of stress, and the ability to handle stress is important in every job. Hopefully the applicant will provide some insight into their ability to manage an appropriate amount of stress. Look for them to assume responsibility and not blame others in their example.

7) 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.

8) 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.

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9) 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.

10) 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 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).

11) Why is fairness important and what steps have you taken to apply a policy or process fairly?

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.

12) How do you feel about the performance management process? What suggestions you would make to improve it?

Most managers/supervisors dislike the performance management process because it is an uncomfortable process. But hopefully the candidate will reveal a dedication to ongoing, informal performance feedback and will reiterate the importance of the feedback loop in managing staff.

13) What factors are important in teamwork and how have you exemplified teamwork?

This question will get the applicant talking about their concept of teamwork and what is important. Hopefully their example matches your definition.

14) What is your definition of diversity and how have you embodied this in your work?

Diversity has a broad definition. Look for examples that demonstrate inclusiveness and respect for differing viewpoints.

15) Could you tell me about a time you faced a situation where someone's perspective differed from yours?

Everyone has different perspectives, tolerance levels, senses of humor, etc. Look for examples of how the applicant was considerate and integrated the ideas of others.

16) 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.