



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.

Logical Profile

1) **How does the coursework you studied in college or high school relate to your career goals?**

Some courses are more work-related than others. This is true of high school and college curriculum. If the person has a broad liberal arts or general education background they still had to write, synthesize information, conduct research, and manage projects, or maybe even study drafting or metal shop. In any case, whatever purposeful course selections they made can tell you about their interests and aspirations.

2) **Could you walk me through a brief timeline of your work history? What knowledge and skills did you learn at each job?**

Asking for a brief summary is a good way to get started with an interview so you have an overview of their work history. It will also get the applicant more comfortable speaking on an easy topic, gaining confidence and getting better answers to your questions. The last several years should suffice if the applicant is more experienced.

3) **What recent project you worked on required a strong analytical ability? Tell me about you went about analyzing the situation.**

Examples could vary depending on the job function, but all jobs require a certain amount of analysis and critical thinking. Look for how inquisitive the applicant was about the situation, which tools they used to analyze the situation, and steps they took to respond to challenges they uncovered.

4) **Could you provide an example of how you have ensured a consistent work product from people with varying skills and backgrounds?**

Ensuring consistency is important from a quality standpoint. See if the person was able to assess the situation and provide a solution for improving the process and ensuring consistency.

5) **In your current job, how do you go about planning your day?**

In the answer, look for an organized approach to their work flow. Is the applicant reactive rather than proactive? How much control of the work does the applicant seem to need and is that commensurate with the job they are applying for?

6) **How have you overcome a challenge to your commitment to accomplish a task or project?**

Dedication and commitment to an outcome for customers, partners, or other shareholders is essential and rarely goes smoothly. Look for a good example of how the applicant overcame obstacles to accomplish an end result without placing blame on others, giving up, or getting frustrated.

7) **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.



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8) List three ways in which someone can gain your trust.

What makes the interviewee trust someone is as important as how they display their trust; understanding what someone can do to gain their trust speaks volumes about their personality and values.

9) Was there ever a time that you had to work with someone that refused to cooperate with you? How did you resolve the situation?

Sometimes, there are people who don't want to work with others regardless of what project it is or its difficulty. What matters is how the interviewee tried to resolve those issues. Did they attempt to negotiate with that person, or did they disregard them and proceed to work on the project without them?

10) Can you compare and contrast two examples where you had to follow-through and demonstrate dependability?

Applicants will be hesitant to reveal examples of when they were not 100% dependable, but hopefully they will offer a justification as to why they were unable to follow through. Look for a candid, honest answer and an awareness of their behaviors of dependability.

11) Could you tell me about a time when you shared your insight about a certain problem or process?

Look for a resolution to the problem or process, not just a restatement of the circumstance. The applicant should present a situation that highlights their unique insight about a situation and presented their opinion in a way that was objective and forthright.

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.