



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.

Scientific

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 give me a concise version of your career history?

This is better than the standard "tell me about yourself" question. Hopefully the applicant is able to keep the answer brief and concise. The intention is not to go on for 10 minutes, but to clearly and concisely convey what they have done to date in their career. Hopefully the answer will include what they learned about themselves and some revelation about their decision-making process, not just a step-by-step list of where they worked.

3) 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.

4) What do you consider yourself to be an expert in?

Hopefully their answer will be job-related and useful in this position. This question provides an opportunity for a "humble brag" and hopefully it will reveal some humility.

5) What was your thought process in moving from job X to job Y? What was attractive in switching jobs?

You will likely hear good insight into why the person left one job for another. Verify that the reasoning matches the information on the application if applicable. Don't probe if they offered personal reasons (i.e., a leave of absence). Their answer will provide more insight into what they are looking for in their career.

6) 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.

7) Could you give me an example of a time when your work was not completely accurate? How did you go about fixing the mistake?

Everyone has made a mistake before. Owning up to the mistake and learning from the mistake is what is important. Look for an honest answer.



Job-Specific Interview Template

Position: _____

Date: _____

8) How have you ensured that you are attentive to details at work?

Their answer will reveal how organized they are. Look for examples of tracking tools, quality checks, or other ways to ensure accuracy.

9) Could you tell me about three specific contributions you have made in your past job?

This is a good question to ask to get the applicant talking. The more they talk, the more confident and comfortable they will become. Look for tangible results (such as saving money, increasing productivity) that demonstrate their individual impact on the overall goals of the organization.

10) In your past jobs, how did you make sure that you were developing new skills?

This question will determine whether the applicant has an affinity for acquiring new skills. Classes, seminars, association meetings, reviewing manuals, etc. are all good behaviors to indicate that affinity. However, probe for specifics not just a list of things they have done.

11) What achievements on the job have you had that would help you in this position?

This question will confirm that the applicant understands the job at hand. Their answer will reveal their pitch for how their experience matches (or fails to match) the job requirements.

12) Could you tell me about your time management style? How has that helped or hurt you?

The applicant's answer should reveal insight into their time management style -- do they like structured, task-oriented work, or do they like to "go with the flow" and multi-task? Is this work style appropriate for the job?

13) Could you give me an example of a time when you were responsible for completing a small portion of bigger project? What was your role and how did you coordinate efforts?

This question will reveal a basic understanding of the applicant's organizational skills. Look for actions to understand the big picture -- for example: seeking out information, attending meetings, asking for more responsibility.

14) 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.

15) Could you tell me about a time when your integrity was challenged?

An ethical dilemma would test a person's resolve to do the right thing. What was the challenge faced and how did they resolve 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.