



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.

Self-Starter Profile

1) **How did you decide to pursue this certification and how did you think it would help in your career?**

This question will help you understand the applicant's personal goals. Did the certification make sense in terms of a career goal? Was the process well thought out? Pay attention to clues that will help you understand how engaged the applicant(s) are in their own career development.

2) **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.

3) **Why is curiosity important on your job and what have you done to demonstrate your curiosity about a certain subject?**

By being curious we learn and grow both personally and professionally. An inquisitive nature is important in many jobs. Consider what steps they actually took to research, review, and seek out information.

4) **How do you differentiate yourself from others in similar positions?**

This is a better variation of the standard question "what are your greatest strengths?". It is a good question that gets the applicant talking about their unique selling points (USPs) that give them a competitive edge.

5) **Could you name a recent success you've had in dealing with (vendor, customer, etc.)? How did you accomplish it?**

This question will provide insight into the applicant's level of authority and actual accomplishments. It's an easy starting point for the interview to get them talking and gaining confidence by talking about a success.

6) **What methods do you use to make decisions? Please give me an example of your approach.**

Does the answer reveal a systematic approach to decision making, using facts and evidence to support opinion? Look for the applicant to reveal a specific example of a decision they made that considered the pros and cons of the situation.

7) **Could you give me an example of a project you needed to complete without much guidance? What steps did you take to get the project completed?**

This answer will reveal how much guidance the applicant needs in their daily work. Look for examples that reveal independence, self-direction, and a mature approach.



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8) **What does accountability mean to you, and what example can you provide of a time when you lived up to that definition?**

It is always helpful to understand what the interviewee thinks about accountability; hopefully, it will help the interviewee see if their definition matches the organization's.

9) **Could you tell me how you've grown professionally over the past year? Please give me an example.**

Everybody should gradually improve over their career. This question may help the interviewer to understand what, how, and why the interviewee changed. In addition, the interviewer will hopefully be able to pick up what the interviewee may have needed to work harder at so they can better understand the potential hire's strengths and weaknesses.

10) **Could you tell me about a time when you put in a significant amount of additional work in order to achieve something you wanted?**

Answers could involve academic, personal, or work achievements. Look for examples of a challenging goal, a well thought-out action plan, and follow through to achieve results. Don't probe the personal goals as they may reveal confidential information; however, the goal and achievement may be pertinent.

11) **Why is it important to be assertive? What example can you provide?**

Positive assertiveness requires that we not avoid or ignore problems, and not force a resolution, but collaborate to uncover hidden agendas, ask questions, see others' perspectives, and brainstorm solutions that work for all parties. Look for a strong example of these behaviors.

12) **What about your past experiences makes you confident that you will be a good fit at this organization?**

The interviewer should pay attention to how confident the interviewee is when answering. The interviewer should have the interviewee's resume, and they will be able to see what they've done in the past to see whether or not they are honest and forthcoming.

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.