



Your Fail-Safe Interviewing Guide

The following are excellent interview questions to assess the candidate's background, qualifications, motivation, etc.

- I'm interested in learning all I can about your work background. Please tell me about the kinds of jobs you've had, what you've liked and haven't liked about them.
- I'm interested in knowing about your education: in high school what classes you liked and disliked.
- What led you to choose the college and major that you did?
- Tell me about your strengths...the good things you'd bring to an employer.
- We all have things we'd like to improve about ourselves on the job...what might some of those areas be for you?
- What would your ideal job be?
- In your work background, what kinds of valid criticisms have been made of your work before by your supervisors?
- To assess absenteeism: How many days do you think an average employee misses in a year?

If you find yourself starting to ask a yes-no question, stop and say, "Let me rephrase that."

Reference Questions Guide

Please tell me what this employee excelled at...areas for improvement...?

How does this person adapt to new work situations and last minute changes?

How is this individual regarded by co-workers?
What was this person's attendance like?

Would you rehire and anything else you can tell me?