

Appendix E: Interview questions template

Below are some common interview questions.

Choose questions that help you gauge the skills, experience and characteristics needed for the role. Typically, prepare about 7 to 10 questions.

- Walk me through your resume / Can you tell me about your professional background?
- What interests you about this role?
- What would you consider to be a great workplace?
- What do you like the most and the least about your current job?
- Describe your work style?
- What are your strengths? What are your weaknesses? (Ask for examples.)
- If I called your supervisor, what would he/she say about you?
- How do you handle pressure at work?
- Tell me about a challenge or conflict you've faced at work, and how did you handle it.
- How do you define teamwork? Tell me about a time that you demonstrated teamwork.
- Tell me about a time, you demonstrated ... (name skills most needed for the role)
- Tell me how you manage conflicting priorities. When you are balancing multiple projects, how do you keep yourself organized?
- How do you deal with stressful situations? Tell me how you overcame a stressful situation.
- What would you do if you believed your co-worker is doing something wrong?
- What is your greatest professional achievement?
- What is your salary expectation?
- Can you commit to occasionally working overtime? (Ask this if the office hours may require the employee to work overtime or irregular hours.)
- Do you have any questions that you would like to ask me? (Always provide an opportunity for a candidate to ask a few questions.)