

Checklist „The 36 essential interview questions“



- **Adaptability:** How to find out whether or not the candidate will “fit” in your environment
 1. How do you establish working relationship with new people?
 2. If I were to offer you this position, how do you imagine you would spend your first 2 weeks?
 3. Please tell me about the most difficult job-related task you ever have faced.
- **Competence:** Discover more about the candidate’s industry knowledge and additional skills
 4. How did you gain your knowledge of this industry/company?
 5. Other than the ones required, what skills do you have that you feel could enhance this position?
 6. What are you doing to qualify your knowledge state of the art?
- **Experience:** How to evaluate the quality of their work history
 7. Please tell us/me about a specific area of responsibility that you have enjoyed.
 8. Relative to the position that we are offering, please tell us/me about your experience.
 9. What have you learned from the jobs you have had?
- **Manageability:** How the candidate responds to criticism - and what their picture of the ideal boss is
 10. What have you been criticized for in the past two years?
 11. Would you please describe for us/me most ideal and least ideal bosses?
 12. When you are confronted with an unexpected decision, what do you do?
- **Interpersonal skills:** Discover how the candidate communicates and interacts with co-workers
 13. How do you criticize subordinates?
 14. How important was communication and interaction with others in your last job?
 15. When, in a professional setting, were you the member or leader of a team?
- **Attitude:** How to determine if the candidate has the “right” attitude to work with your team
 16. Tell us/me about an accomplishment that you are truly proud of.
 17. What makes an individual successful?
 18. What motivates you to improve and improve your career?
- **Initiative:** Do you need an innovator or an implementor? How to determine a candidate’s “drive” on the job
 19. What steps have you taken to enable you to become more effective in your position?
 20. Tell us/me about a time when you had to go “above and beyond” the call of duty?
 21. Would you rather design and implement plans/procedures or maintain manage them?
- **Professional Maturity:** Making unpopular decisions, dealing with office politics - how the candidate will handle these situations
 22. What does your current supervisor do to get the best out of you?
 23. Have you had to make and/or implement an unpopular policy or decision?
 24. What professional situations cause you to feel awkward?
- **Stability:** How to determine if the candidate is with the company for a longer time
 25. How would you define a successful career?
 26. Where do you think you would like to be in 3 or 5 years?
 27. What is your overall impression of your current employer?
- **Emotional control:** How will this candidate react in the heat of the moment? Probing past performance and future behavior
 28. Give me/us an example of a crisis situation you were involved.
 29. Tell me about a time when you got very angry in the workplace.
 30. Has there been a time when another’s anger was misdirected towards you?
- **Integrity:** Suggested techniques to help you to get to the candidate’s core
 31. Give me/us three adjectives that others would use to describe you.
 32. Can you please give me your definition of integrity?
 33. How would you respond if you discovered a co-worker using corporate long distance for personal calls?
- **Values:** What is important to the candidate? Finding a match between their values and your company’s
 34. How would you spend € 3,550.00 if the company were to give it to you as a project manager?
 35. When will you know that you have made it?
 36. Related to the workplace, what are your leading interests?