

STRUCTURED INTERVIEW QUESTIONS

I. Personal Background

- A. Tell me about your background.
- B. Where are you from?
- C. Do you have any outside interests?
- D. Do you have any academic achievements?

II. Work Experience

- A. Tell me about your work experience.
 1. What were your duties?
 2. What did you like or dislike about each job?
 3. Please tell me about specific achievements (list).
 4. Why did you leave each job?
 5. What has been the biggest disappointment in your career?

III. Personality and Interpersonal Skills

- A. How would you describe yourself as others (subordinates) see you?
- B. What are the most important aspects of your life?
- C. How do you get along with people?
- D. What type of characteristics do you like in other people?
- E. What types of people rub you the wrong way?
- F. How do you react when someone criticizes your work?
- G. How do you handle interpersonal disagreements?
- H. Why did you choose this field of work?
- I. What do you consider to be your strengths?
- J. What would you like to improve upon?
- K. Do you consider yourself organized? Creative? Careful? Disciplined? A hard worker? Why or why not?
- L. What causes stress for you? How do you handle it?
- M. How well do you express yourself before groups?
- N. How well do you express yourself in writing? Can you furnish examples of your reports?

IV. Supervision and Management Style

- A. Describe your management style.
(Or, depending on the role, your selling, planning, etc. style.)
- B. What are the two most important points or considerations to remember when managing, dealing with or handling people?
- C. What do you consider to be characteristics that a good supervisor should have?
- D. How could your last supervisor have been better (e.g., fair, consistent, respectful, dignified)?
- E. How would you describe your relationship with other departments? Please provide a review by department.
- F. What financial reports must you generate that help you manage your department?
- G. When faced with a difficult management problem, with whom do you consult for a resolution of the problem?
- H. Rate yourself in the following areas: planning, organizing, controlling and motivating.

V. Job Expectations

- A. Why are you leaving your present job?
 1. What are its negatives?
 2. Does your supervisor know you are looking for a change?
- B. What are you looking for in a job?
 1. What is your ideal job?
 2. What are your future goals?
- C. What appeals to you about our position?
- D. In what ways do you believe you can offer value to our organization?
- E. What is your current salary?
- F. What are your salary requirements?
- G. What is your time frame for making a change?
- H. Are you considering other job opportunities?
- I. What is your geographical preference?
- J. Have you discussed relocation with your family members? What was their response?