

Human Resources Recommended Interview Questions

Select the questions you want to ask each applicant and circle the appropriate number.

I. Work Experience

1. How did you originally get your job with your current/most current company?
2. Will you describe your present responsibilities?
3. Describe how you spend a typical day? at work?
4. What were some of the things you particularly enjoyed when you were working for the company?
5. What did you enjoy less?
6. What do you consider to have been your major accomplishments at the company?
7. What were some of the setbacks and disappointments you experienced, or things that turned out less well? Please describe.
8. Tell me about the personal progress you made during your association with the company.
9. Looking back at the time spent with the company, what do you feel you have gained from your association with the company?
10. In what way has your job changed since you originally joined the company?
11. What were/are your reasons for leaving the company?
12. How would you describe your present (past) supervisor? What do you consider to have been his/her major strengths and limitations?
13. In the past, for what things has your supervisor complimented you? For what have you been criticized?
14. How do you think your present (past) supervisor would describe you?
15. What were some of the things about your job that you found more difficult to do?
16. What were some of the problems you encountered on your job and how did you solve these problems?
17. What were some of the things about which you and your supervisor disagreed?
18. In what way has your present job prepared you for greater responsibilities?
19. What is your impression of your present (former) company?
20. In what ways does the job with our agency meet your career goals and objectives?
21. If you joined our organization, where do you think you could make your best contribution?
22. Looking into the future, what changes and developments do you anticipate in your particular field?
23. If you joined our agency, what development do you feel you would need to make your best contribution?

II. Education

1. Have you had any additional training or education since graduating from high school/college?
2. What determined your choice of major?
3. How would you describe your academic achievement?
4. How did you decide to become an (accountant), (engineer), etc.?
5. In what types of extracurricular activities did you participate while in school?
6. How do you think college contributed to your overall development?

III. Personal Factors

1. In general, how would you describe yourself?
2. What do you consider to be outstanding qualities?
3. What do you consider to be some of your shortcomings and developmental needs?
4. In which areas do you feel you would like to develop yourself?
5. What traits or qualities do you most admire in someone who is your immediate supervisor?
6. What has contributed to your career success up to the present time?
7. What are your long-range goals and objectives?
8. In considering joining a company, what are some of the factors that you take into account?
9. What are some of the things in a job that are important to you?
10. What would you want in your next job that you are not getting now?
11. What kind of position would you like to hold in five years? Ten years?
12. What are your present salary expectations?

IV. Agency questions

1. Do you have any relatives employed with this Agency, either by blood or marriage?

V. Additional questions (Please write out)