

Interview Questions to Ask Candidates

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Culture/Company Fit

| Question | Candidate Response |
|----------------------------------------------------------------------------------------------|--------------------|
| 1. Why do you want to work for our company in this role? What do you know about the company? | |
| 2. Describe a situation where you went above and beyond in your role. | |
| 3. How would you describe your leadership style? | |
| 4. What motivates you to do your best work? | |

Personal Growth

| Question | Candidate Response |
|--------------------------------------------------------------------------------------------------|--------------------|
| 1. What are your career goals in direct relation to this job position? | |
| 2. Name two of your top strengths and describe how you can use those strengths in this job role. | |
| 3. How do you envision growth in your position? | |
| 4. What motivates you to continue to grow in your career? | |
| 5. What makes you uniquely qualified for this role? | |

Work Ethic/Process Approach

| Question | Candidate Response |
|------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1. How do you prioritize your daily tasks? | |
| 2. Describe a project that you are proud of. How did you overcome any obstacles during this project? What was the outcome? | |
| 3. Tell me about a time you've had to discuss a project scope change with a client or superior and the outcome of this discussion. | |
| 4. What motivates you to be successful in your role? | |
| 5. Do you prefer to work independently or within a team? How does this look? Describe your style of working with a team or on a group project. | |

Skills-assessment

| Question | Candidate Response |
|--------------------------------------------------------------------------------------------------------------------|--------------------|
| 1. Tell me about your skills in (<i>insert crucial skill for the role</i>). | |
| 2. Tell me why your educational background and skills make you the perfect candidate for this position. | |
| 3. Can you walk me through your resume and explain your employment background and how it relates to this position? | |
| 4. What was it about the job description that caught your eye? | |
| 5. How do you organize a project to ensure you incorporate all needed information and ensure a timely delivery? | |

Candidate Expectation

| Question | Candidate Response |
|-------------------------------------------------------|---------------------------|
| 1. What are your salary requirements or expectations? | |
| 2. What is your ideal work schedule? | |
| 3. When will you be available to start? | |
| 4. Do you have any questions for us? | |