

SAMPLE INTERVIEW QUESTIONS

- What attracted you to this position?
- How will your previous experience contribute to our office?
- What do you hope to learn from this position?
- What are 5 adjectives that describe you?
- Describe a difficult situation you faced and how you overcame it.
- How do you measure success and what motivates you to be successful?
- What are some of your major accomplishments?
- Tell me about your ideal work environment.
- Have you ever handled confidential information? What does this mean to you and how would you handle that in this position?
- This position will be approximately 4-6 hours per work week each academic semester. How do you balance your schoolwork with extracurricular activities or work and is this a commitment you can make? If so, what would your ideal schedule for this position
- Do you have any questions for me about this position?

Remember, you must refrain from asking questions regarding the following: Race, Religion, Sex/Gender, Sexual Preference, National Origin, Birthplace, Age, Disability, and Marital/Family Status.

INTERVIEW EVALUATION FORM

Personality, Manner, Attitude, and Impression

_____ x 3 = _____

Does the applicant make a good impression?

1. POOR: Does not project a good attitude nor make a good impression.
2. ACCEPTABLE: Projects a good attitude and impression.
3. VERY GOOD: Projects a warm, open, and accepting attitude and makes a very good impression.
4. OUTSTANDING: Has charisma, seems to attract others.

Human Relations

_____ x 4 = _____

How effective will the applicant be in working with others?

1. POOR: Seems unable to relate to others.
2. ACCEPTABLE: Indicates some ability to work with others.
3. VERY GOOD: Indicates significant ability to understand others with different viewpoints.
4. OUTSTANDING: Indicates outstanding interpersonal relationship ability and perception.
- 5.

Decision-making Skills and Judgment

_____ x 6 = _____

How effective will the applicant be in working with others?

1. POOR: Gives slow hesitant responses, gives unorganized, unacceptable responses.
2. ACCEPTABLE: Responses are somewhat organized and acceptable, but indicates a lack of maturity and good judgment.
3. VERY GOOD: Gives well organized thoughts which lead from judgment and common sense.
4. OUTSTANDING: Exceptional ability to organize thoughts and make decisions, which show evidence of sound judgment and common sense.

Motivation

_____ x 5 = _____

Is the applicant a self-starter?

1. POOR: Not a self-starter. Not able to motivate others.
2. ACCEPTABLE: Some ability to work without supervision and motivate others.
3. VERY GOOD: Significant ability to work without supervision and motivate others.
4. OUTSTANDING: Superior ability to work without supervision and motivate others.

Experience

_____ x 2 = _____

1. POOR: Limited work, volunteer, or organization experience.
2. ACCEPTABLE: Has demonstrated some work, volunteer, or organization experience.
3. VERY GOOD: Has significant work, volunteer, or organization experience.
4. OUTSTANDING: Has superior, work, volunteer, or organization experience

Overall Impression

_____ x 5 = _____

1. POOR: Unimpressive.
2. ACCEPTABLE: Acceptable Presentation, articulate.
3. VERY GOOD: Very good presentation, articulate.
4. OUTSTANDING: Exceptionally clear and impressive.

Total Score _____

NOTES:

DETERMINATION SCALE:

5	4	3	2	1
Definitely Hire	Hire	Maybe	Probably Not	Definitely Not

Interviewer Signature: _____

Date: _____