

## Initial Interview Questionnaire

Name: \_\_\_\_\_

Date: \_\_\_\_\_

1. Tell me about yourself and your professional history. (Use back of page)
2. What prompted you to apply to our company?
3. What are some of the things that you value in an employer?
4. How would you describe your work style and your work ethic?
5. How do you continue to stay current with trends in your field?
6. What have you done in the last year to continue your learning/education?
7. If you had only one word to describe yourself, what would it be? Why?
8. What challenges do you foresee in this type of job and how would you overcome them?
9. What do you like most (and least) about your current position? Why?
10. Would you feel comfortable with us contacting your:
  - a. Boss?
  - b. Peers?
  - c. Subordinates?
  - d. Customers?

What do you think they (above) would say about you?



11. Describe an instance when you had to overcome a difficult situation. How did you do it?

12. When did you last receive feedback at work that made you feel proud?

13. When did you receive criticism that upset you?

14. What are your specific salary requirements?

15. What is your motivation to succeed?

**Rate yourself in the following areas:**

*1 being weak, 10 being strong:*

Organization Skills: \_\_\_\_\_ Analytical Thinking: \_\_\_\_\_

Interpersonal Skills: \_\_\_\_\_ Time Management: \_\_\_\_\_

Creative Thinking: \_\_\_\_\_ Teamwork: \_\_\_\_\_

Technical Skills: \_\_\_\_\_ Leadership: \_\_\_\_\_

What have you done in the last year to improve the weakest of the above skills?

Overall Summary and Comments:

Interviewer: \_\_\_\_\_

Date: \_\_\_\_\_