

**Form:**

Questions to Consider Asking Prospective Employees

**Description:**

These are sample questions for an interviewer to consider asking a prospective employee. Not all questions will be appropriate.

**QUESTIONS TO CONSIDER  
ASKING PROSPECTIVE  
EMPLOYEES**

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**Past Jobs**

- How did you get your last job?
- What were your specific responsibilities?
- What did you like about the job?
- What did you dislike about the job?
- What did you learn from the job?
- Did you run into any difficult situations? How did you handle them?
- Tell me about the types of interaction you had with other workers.
- Tell me of an accomplishment you are particularly proud of and what you did.
- What kind of supervision of other workers have you had?
- Do you have persons from your former job who would provide a professional reference?
- Why did you leave your past jobs?
- Why do you want to leave your current job?
- What is the compensation at your current job? What is your salary expectation for this position?
- Describe a typical day in your current job.

## **The New Job**

- What would be your specific goals for this job?
- What experience do you have that you think will be helpful for this job?
- This job will require a lot of [describe]. Will that be a problem for you?
- This job will require interacting with [describe the types of people]. What experience do you have working with such people?
- What would you like to get from this new job?
- One requirement of this job is writing various types of reports -- e.g., weekly, monthly, projections, goals, employee evaluation, etc. What relevant experience have you had on your previous job? Do you have any writing samples you could provide us with?
- This job will require a certain amount of new client development. Have you had much experience? Tell me how you have gone about this?

## **Education**

- What subjects did you do well in school?
- What was your major?
- Where did you attend high school, college or post-graduate school?
- Did you work at an outside job while going to school? Describe the job.
- Are you interested in continuing your education?
- Did you have any school honors?

### **General Information**

- What do you consider your strong points?
- What do you consider your weak points?
- What specific kind of work do you particularly enjoy doing?
- What is your long term career objective?

### **Physical Condition**

- Do you think you will be able to handle the physical aspects of this job?
- If offered a job, will you submit to a medical examination?
- This job requires annual medical evaluation which includes urinalysis for drug testing, etc. Do you have any objection to this?

### **Experience and Skills**

- What special skills do you have?
- How proficient are you in using PCs?
- Are there software applications you are particularly familiar with?
- What Internet or Social Media skills do you have?

### **Outside Activities**

- What kind of job-related organizations or professional societies do you belong to (you may omit those that indicate your race, religion, color, national origin, ancestry, sex or age)?
- How will your involvement in these activities affect your job here?

### **Nepotism Information**

- Do you have any relatives already employed by our company? If so, who are they and what is their relationship to you?
- Do you have any relatives employed by a competitor of this company? If so, who are they and what is their relationship to you?

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