

**Form:**

Questions to Consider Asking Prospective Consultants or  
Independent Contractors

**Description:**

Questions that may be useful to ask prospective consultants or  
independent contractors

**QUESTIONS TO CONSIDER  
ASKING PROSPECTIVE  
CONSULTANTS OR INDEPENDENT CONTRACTORS**

**Past Jobs and Consulting Services**

- How did you get your last assignment?
- 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.
- Do you have persons from your past consulting services who would provide a professional reference?
- What other similar consulting or independent contractor services you have rendered?
- Discuss how you would envision working as an independent contractor or consultant for us?
- What conflicting responsibilities will you have?

**The New Assignment**

- What would be your specific goals for this new role as a consultant or independent contractor?
- What experience do you have that you think will be helpful?
- This assignment will require a lot of [describe]. Will that be a problem for you?
- This assignment 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 assignment?

- One requirement of this assignment is writing various types of reports. What relevant experience have you had on your previous assignments? Do you have any writing samples you could provide us with?

### **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 assignment?
- Do you currently use any illegal drugs?
- If offered an assignment, will you submit to a medical examination?

### **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?

### **Outside Activities**

- What kind of work-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 assignment 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?

\* \* \* \* \*