



WHO INTERVIEW QUESTIONS

Screen Interviews Questions

1. What are your career goals?
2. What are you really good at professionally? Please give me some examples.
3. What are you not good at or not interested in? Please give me some examples.
4. Who were your last 5 bosses, and how will they each rate your performance when we talk with them (1 is low, 10 is high)? Why?

FOCUSED INTERVIEW Questions - you ask two question focused on a specific skill

- *Success*
 - The purpose of this interview is to talk about [area of focus for this interview]. Let's talk about some examples when you have succeeded in this area. What was the situation? What did you do? What were the results?
- *Failures/Lesson's learned.*
 - *Let's talk about some examples of when you did not succeed in this area. What was the situation, what did you do, what were the results?*

REFERENCE INTERVIEW QUESTIONS

1. How do you know the candidate?
2. When the person work for/with you what was their strengths?
3. During the time you work with the candidate, what was his/her areas for improvements?
4. What are the areas where you think this candidate needs the most support to be successful?

Who Interview® for the role: (insert title of role)

Candidate:

Interviewer:

Date:

Recommendation: Proceed/Reject

Rating and Comments (A,B,C):

Summary:

STRENGTHS	RISKS
1. <INSERT>	1. <INSERT>

EARLY YEARS	
<i>Who were key influences in your early years?</i>	➤
<i>What were you known for back then?</i>	➤
<i>What were some of your biggest highlights and lowlights during your education years (e.g. high school, college, graduate school, if applicable).</i>	➤

(Copy and paste for every job)

JOB TITLE, EMPLOYER, YEARS	
<i>What were you hired to do?</i>	➤
<i>What were your priorities? What did your accomplish, and how?</i>	➤ ➤
<i>What were mistakes and lessons learned?</i>	➤
<i>Who was on your team? How were those relationships?</i> (Hiring, firing, developing team)	➤
<i>Primary Boss' Name?</i>	➤
<i>How did your boss rate your performance?</i>	➤
<i>Strengths your boss might mention?</i>	➤
<i>Weaknesses your boss might mention?</i>	➤
<i>What were your reasons for leaving?</i>	➤

FUTURE CAREER GOALS	
<i>What are your future career goals?</i>	➤

