

Produced by Anglia Training Associates

INTERVIEW QUESTIONS - Adult/Graduate



This is the script for our dual screen job interview programme
“Tell Me...”

INTRODUCTION

1. Hello, I'm xxxxxxxx xxxxxxxx, Personnel Manager. Please make yourself comfortable.
2. I'm pleased that the directions we sent you were obviously understandable! How was your journey?
3. How long did it take you?
4. I used to live in your town 20 years ago. What's it like now?
5. Now, we're holding all our preliminary interviews this week, with shortlist ones next week. If we were to ask you back, could you make next Wednesday or Thursday?
6. I'd like to take some notes if you don't mind!

EDUCATION

7. What did you like best about your last school?
8. What were your favorite subjects?
9. Why did you choose them?
10. What were your best subjects at school?
11. Why?
12. What subjects didn't you like?
13. What additional activities have you taken up?
14. Why didn't you go on to further education?

Graduate

15. What made you decide to go to university?
16. How did you choose a university?
17. Are you happy with your choice of university?
18. What have you enjoyed about your time at university?

19. When you got your degree, what made you decide on a career?
20. How do you feel about the choice now?
21. What has been your best experience at university?
22. How have you managed your finances?
23. Did you take on any part time work?
24. What activities have you organised?
25. How did you find being away from home for the first time?
26. What made you decide on this particular degree course?
27. What led you to become a researcher?
28. How have you organised your studying?
29. What grades do you expect to get?
30. How hard did you work?
31. What have you found enjoyable about the course?
32. What part has been the most difficult?
33. How did you overcome that?
34. Are you considering doing any further qualifications?
35. How did you spend your free time?
36. What type of music do you like?
37. What student activities have you taken part in?
38. What positions of responsibility have you held?
39. What sports are you involved in?
40. Why did you take a gap year?
41. And what did you do during that?

Adult

42. How did you get your professional qualifications?
43. Do you have any plans for further study?
44. Which of your qualifications do you see as relevant to this post and why?
45. What made you decide to start studying again?
46. Why didn't you mention that in your CV?
47. In what ways has gaining an NVQ helped your job?

CAREER
Choice

48. How did you come to choose this type of job?
49. What attracted you to this job?
50. That seems a major career change, why did you do that?
51. Why did you choose this type of career?
52. Why do you want to choose this career?
53. Why are you changing careers?
54. Why have you moved jobs so often?
55. What made you choose that discipline?
56. Looking back on your career, how has it worked out for you?
57. How long have you been looking for a new job?
58. Do you prefer to work in a small, medium or large company?
59. Why do you want to leave your current employer?
60. What would your ideal job be?
61. Why do you want this job?
62. Are you considering any other positions at the moment?
63. We have had applications from a number of highly qualified candidates, why should we hire you?

64. How would you decide between two different job offers?
65. Does the thought of a new job excite you?
66. Why have you applied to us?
67. What made you leave that job when you had nothing lined up?
68. Why are you changing careers?
69. How long have you been looking for a new job?
70. Having been self employed, how do you think you would fit into a regular job?
71. Why do you want to be employed when you have been working for yourself?
72. What would your ideal job be?
73. What are the key things you are looking for in a job and why?
74. Are you considering any other positions at the moment?
75. If you have changed jobs a lot you may be asked how long you would stay in the new job.
76. What other jobs have you applied for and at what stage in the recruitment process are you at?

Past career

77. What are the three most important things that have happened in your career to date?
78. How would you describe your career progress to date?
79. Why are there gaps in your career?
80. Why did you choose that career?
81. What was your biggest mistake and how did you learn from it?
82. What was the worst disagreement you've had during your career and what was the outcome?
83. Looking back, do you feel this job really helped your subsequent career?
84. Would you change anything in your career, if you had an opportunity to do so?
85. Why did you stay so long with your last employer?

86. How do you keep up to date with development in your field?
87. How much time have you had off sick in the last three years?
88. How often are you off sick?
89. You have changed jobs frequently, how long you would you stay wit us?
90. Have you ever been fired?
91. How did that come about?
92. Why are you leaving your current job?
93. What have you been doing during your unemployment?
94. Why were you unemployed for so long?
95. Why were you made redundant?
96. What are your main achievements?
97. You don't say what you were doing between January 2008 and July 2009.

Future

98. How do you see yourself developing?
99. What are your long term goals, say for the next three years?
100. How does the job fit in with your career plans?
101. How long would you plan to work for us?
102. What training do you consider would be of value to you now?
103. What are your career goals?
104. Where do you see yourself in five years time?
105. What are your career goals in the medium and long term? How do you intend to meet them?
106. What conflicts can you foresee between a new job, your family and your current outside interests?
107. Will you have any more children?

108. What led you to become a researcher?
109. We haven't employed an academic before. What would you bring to us?
110. When do you plan to retire?

THE COMPANY AND THE JOB
Knowledge

Graduate

111. Why does the company interest you?
112. What was it in our literature that made you want to apply to us?
113. Where did you see the job advertised?
114. What interests you about our products?
115. What interests you about our services?
116. What do you expect from your first employer?
117. What training would you expect from us?
118. What computer skills do you have?
119. What experience have you had in working in teams?
120. How do you contribute to the team's performance?
121. What do you think might be the biggest differences between working here and being at university?

Adult

122. What do you know about the company?
123. How did you find out about us?
124. How did you find out about the job?
125. What do you know about the job?
126. Why should we give you the job?
127. What made you apply for the job?

128. What do you think are the qualities needed for the job?
129. Why do you want to work for this company?
130. What don't you have that we need for this job?
131. What do you like and dislike about the job we are discussing?
132. What disadvantages could you see in working for us?
133. What can we offer you that your previous company cannot?
134. You have not done this sort of job before. How will you cope?
135. What element of this role do you think you would dislike the most?
136. How long do you think it would be before you were making a significant contribution to the team?
137. How long do you think it would be before you were making a significant contribution to the company?
138. How ambitious are you?
139. Would you compete for my job?
140. If we gave you a job, how would you make it better?
141. This role requires extensive sales experience, but this does seem to be lacking in your CV?
142. After what I've told you, are there any surprises in what you have learnt?
143. What are you good at?
144. What do you think you can offer us?
145. What don't you like doing?
146. What teams have you been involved in?
147. What makes you really angry?
148. How would you be able to contribute to our business?
149. What are you most proud of?

150. What has been the greatest responsibility you have had?
151. You may be over qualified for this position?
152. What jobs do your parents do?
153. What has been your greatest achievement so far?
154. How will you cope with working longer hours?
155. Have you always lived in the same place?
156. How much driving experience have you had?
157. How good is your time keeping?
158. Do you have your own car?
159. When do you expect to take a test?
160. Would you continue you union membership after you have joined us?

Job Seeking

161. How long have you been looking for a job?
162. What types of job have you been looking for?
163. What other jobs have you applied for?
164. How many job applications do you have outstanding at the moment?
165. Why have you been out of work for so long?
166. How did you find out about the job?
167. Where did you see the advertisement?
168. Why did you register with that particular agency?
169. There are three similar vacancies in the town, so why did you apply to us?
170. You have a number of employment gaps in your CV?
171. How many applications did you make?
172. What are you looking for in a new job?
173. What would you like to avoid in your next job?

174. If we offered you the job, when would be the soonest you could start?
175. How would a job with more travel affect your family?
176. How would you feel about a two year contract after permanent employment?
177. Why do you think we should consider you with your lack of up to date experience in this field?
178. How do you ensure that projects are completed on time?
179. Give me some examples of problems you have had and how you have handled them?
180. How would you add value to our organisation?
181. How would you add value to our company?

Personal circumstances

182. Would you be prepared to move?
183. How long do you think it would take to sell your house?
184. How would you get here?
185. Are you prepared to relocate?
186. Are you willing to travel?
187. After what I've told you, are there any surprises in what you have learnt?

CURRENT OR LAST JOB

188. **Choosing**
How did you get your last job?
189. Can you summarise for me your main duties in this job?
190. Tell me about your time in the company?
191. So why did you take that job?
192. Did it work out to your expectations?
193. How have you kept your knowledge up to date?

194. In what way has your last job prepared you for this one?
195. What was the company like to work for?
196. Leaving
Why are you leaving your current job?
197. Why did you leave?
198. Why are you leaving now?
199. Was it your decision to leave this company or did they ask you to leave?
200. What do you think of the last company you worked for?
201. Why did you join your previous company?
202. Did they live up to your expectations?
203. Would you be going now if you had not been made redundant?
204. Why did they select you for redundancy?
205. Tell me about the exact nature of your redundancy?
206. Have you ever been fired?
207. What made you leave after that length of time with them?
208. How do you feel your time in the forces has equipped you for this type of job?
209. Achievement
What is your greatest achievement?
210. How easy have you found it to get your ideas accepted?
211. What solutions have you actually had implemented?
212. Why did you get promotion?
213. How did you set about getting the project off the ground?
214. Have you reduced costs at your last company?
215. What contribution did you make in your last employment?
216. What were you most proud of?

- Working with people
217. Tell me how you worked with your boss?
 218. Tell me how you worked with your people?
 219. Describe the most important decision you have had to make in the last 12 months?
 220. Tell me about how you like to work with other people?
 221. How did you communicate with your team?
 222. How do you like to work in a team?
 223. What did you think of your manager?
 224. How did you get on with your previous manager?
 225. How did you get on with your previous supervisor?
 226. How did you get on with your previous co-worker?
 227. How did you get on with your previous supervisor?
 228. What do your colleagues and your manager see as your greatest weakness?
 229. What problems have you had with working relationships with colleagues and other departments?
 230. How have you resolved these?
 231. How do you get on with your supervisor?
 232. How often do you meet with your boss?
 233. And what do you discuss when you meet?
 234. How did you develop your people?
 235. What do you look for when recruiting subordinates?
 236. How do you take direction from others?
 237. How would you describe your management experience?
 238. What will your referees say about you?
 239. What five adjectives would you use to describe yourself?

- 240. What motivates you?
- 241. Do you prefer to work as part of a team or independently?
- 242. If I were to speak to your family, friends or boss, how would they describe you?
- 243. What type of boss do you prefer?
- 244. What external networks do you use?

Experience

- 245. Tell me how you managed your last project?
- 246. What do you like about your job?
- 247. What did you do to keep a project on track?
- 248. Describe your commercial experience?
- 249. How do you work with members of the public?
- 250. What is your experience with quality systems?
- 251. How much customer contact does your job involve?
- 252. How have you managed to work with reduced resources?
- 253. How have you managed budgets?
- 254. How did you view the introduction of ISO 9002?
- 255. How do you set about planning your work?
- 256. What did you do on a day to day basis?
- 257. Did you increase sales or profits in your last job?
- 258. So how does your job fit into the company structure?
- 259. How is your performance measured?
- 260. What do you dislike about your job?
- 261. How did you maintain regular communication?
- 262. What was your financial responsibility?

263. Do you feel the company recognised your contribution?
264. What failures have you had?
265. What did you learn in the job?
266. Have you ever been disciplined?
267. Tell me about it.
268. How often are you off sick?
269. What will your referees say about you?
270. How much does your last job resemble the one you are applying for?
271. What are the differences?
272. Explain the organizational structure in your last company and how you fitted into it?
273. What is your biggest disappointment?
274. Did you feel you progressed satisfactorily in your last job?
275. What problems did you encounter in your last job?
276. What annoyed you about your last job?
277. What do you enjoy about your current role?
278. What do you dislike about your current role?
279. What did you do during an average day in your last job?
280. What experience do you have of running a telesales operation?
281. What knowledge do you have of fault finding?
282. What are your transferable skills?
- Salary/benefits
283. So what was your final salary? You only give your starting salary with your last company.
284. What is your current remuneration?

285. What are your salary expectations?
286. What salary did they give you when you were appointed to the job?
287. What benefits are you getting?
288. What did you earn in your last job?
289. What level of salary are you looking for now?
290. Why do you want a job for less money?
291. How would you manage financially with a lower salary?
292. How would you manage financially with lower pay?

Personal

293. Tell me about yourself?
294. What have you to offer us to ensure our success in the recession?
295. What makes you work hard?
296. What sort of things really turn you off at work?
297. How do you plan your time?
298. What is the most successful idea you have persuaded anyone to take up?
299. What are your strengths?
300. What are your weaknesses?
301. How quickly do you learn?
302. How would your closest friends describe you?
303. What would your worst enemy say about you?
304. What makes you really angry?
305. What was the most unpleasant decision you have ever had to take?
306. What was the outcome?
307. How did you feel about it?

308. What was the most difficult situation you have ever had to deal with?
309. How did you solve the problem?
310. Describe your leadership style?
311. What is your management style?
312. What would you look for in a potential employer?
313. What makes a good employer?
314. If we offer you the job, what can you bring to our organisation?
315. What area of work do you feel less confident about?
316. How is your health?
317. What cases you most stress at work?
318. How do you cope with that?
319. How would you describe yourself?
320. How would others describe you?
321. Do you consider yourself successful?
322. What was your greatest success?
323. How did you achieve it?
324. What has been your biggest failure?
325. What personal philosophy do you use at work?
326. What is the nicest thing you have ever done in your life?
327. When do you plan to retire?
328. Do you have any current problem we should be aware of?
329. Do you suffer from any disability?
330. How many miles do you travel a year?
331. Are you prepared to travel?

332. Are you prepared to travel abroad?
333. Do you have a clean driving license?
334. You state you speak French. How competent are you?
335. What difficulties would relocation cause you and your family?
336. Have you any holidays already planned?
337. How could you improve yourself?
338. Are you a leader?
339. How do you handle criticism?
340. What sort of manager are you?
341. What makes a good manager?
342. Do you work well with others? Or are you a loner?
343. Do you need other people around to stimulate you or are you self-motivated?
344. Are you accepted into a team quickly?
345. What would you do as team leader if one of your team was not performing well?
346. Can you act on your own initiative?
347. How do you run a meeting?
348. What motivates you?
349. What management style gets the best results out of you?
350. Do you know how to motivate other people?
351. Are you competitive?
352. Are you aggressive?
353. What do you dislike doing?
354. Do you feel you are ready to take on greater responsibilities?
355. Can you work under pressure?

356. How many hours are you prepared to work?
357. Do you mind working for someone older than yourself?
358. Do you mind working with someone younger than you?
359. Do you mind working with someone of the opposite sex?
360. What is your favourite TV programme?
361. How has the credit crunch affected you?
362. Give me an example of when you took an unpopular decision. How did you deal with this?
363. Give me an example of when you disagreed with your boss and what action did you take to address the dispute.
364. Give me an example of when you were part of a badly performing team and how did you change the situation.
365. Give me an example of when you demonstrated initiative.
366. Give me an example of when you identified and addressed a serious operational problem.
367. Give me an example of when you delivered results within a highly pressurized situation.
368. You seem a little over qualified?
369. You seem a little under qualified?
370. What is the biggest mistake you have ever made?
371. How do you feel this interview is going?
372. Some people may consider your attitude to be a little 'cocky' - what would you say to this?
373. Do you smoke?

LEISURE AND INTERESTS

374. What interests do you have outside work?
375. How do you spend your holidays?

376. Which countries have you travelled in?
377. What have you learned from your traveling?
378. What do you do for relaxation?
379. Are you a member of any professional, or civic organisations?
380. What positions do you hold in these?
381. Would you require additional time off work?
382. What have you got out of doing that?
383. And what do you read?
384. So how did you come to be doing that?

CONCLUDING

385. How does our selection process compare with others you have attended?
386. We are offering between 22k and 28k for this job? Would an offer in this range be acceptable to you?
387. Have you any questions you want to ask me?

LISTENING AND PROBES

388. That's interesting tell me about that?
389. And what happened then?
390. Say some more about that?
391. Why did you do that?
392. (note taking/listening)
393. How do you feel about that?
394. So what did you learn from that?
395. What approach do you find works best in that situation?
396. What was your thinking in those circumstances?
397. So what happened then?

- 398. What did you do then?
- 399. What was good about that?
- 400. And then?

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The Old Crown
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