

## Interview Questionnaire

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Job Experience	
<p><b><i>“Describe your most recent job to me”</i></b> Listen for evidence this person has experience which would indicate their ability to do the job you want them to fill.</p>	Comments:
<p><b><i>“What did you like most about your job?”</i></b> This question will give you an idea if our job might be interesting to them.</p>	Comments:
<p><b><i>“What did you do on a typical day at this job?”</i></b> Helps you learn about the specific tasks and skills they learned at that job.</p>	Comments:
<p><b><i>“What did you dislike about the job?”</i></b> Are they likely to pitch in with cleanup? Do they work well with others? What is their attitude to authority?</p>	Comments:
<p><b><i>“Who did you report to?”</i></b> What you want here is the name of the person you could check as a reference.</p>	Comments:
<p><b><i>“Why did you leave there?”</i></b> See if their reason makes sense or was it just something they decided on the spur of the moment. If it is the latter, be careful in hiring them.</p>	Comments:

<p><b><i>“If I talked to your reference, what would they say about you?”</i></b>  How confident do they seem that their references would be positive and how willingly do they give you the facts if it might be negative. (This question can be repeated for each job they held.)</p>	Comments:
<p><b><i>“What did you do in between these jobs?”</i></b>  Only ask this question if there is a period of time in between jobs. There is nothing wrong if they used this time to better themselves (ie took courses). Periods of unemployment when the candidate doesn’t appear to have done much could indicate they are not self-starters.</p>	Comments:
<b>Education</b>	
<p><b><i>“Describe what is involved in the program you are in”</i></b>  Test the type of education they have as well as how committed they are in completing it. (If they aren’t in a program, ask about most recent program.)</p>	Comments:
<p><b><i>“Do you enjoy school?”</i></b>  Either way the question will help you understand how oriented they may be towards “book” learning vs learning by doing.</p>	Comments:
<p><b><i>“How long do you intend to stay in school?”</i></b>  Either way the question will help you understand how oriented they may be towards “book” learning vs learning by doing</p>	Comments:
<p><b><i>“What are/were you favorite subjects?”</i></b>  Is it more math/science or the people subjects?</p>	Comments:

<b>Hobbies and Interests</b>	
<p><b><i>“Why do you want this job?”</i></b>            It is okay to say because of the money, but is there something else beyond that?</p>	Comments:
<p><b><i>“Why Trees Organic?”</i></b>            Is there a reason they picked us?</p>	Comments:
<p><b><i>“Describe something you have accomplished that you are particularly proud of.”</i></b>            Do they have trouble with this question or can they think of something right away? Tell them whatever comes up if okay. It does not have to be job related. This question helps assess self confidence.</p>	Comments:
<p><b><i>“Describe what you think makes a person a good boss.”</i></b>            How do they feel about bosses generally? Do they seem okay with taking direction?</p>	Comments:
<p><b><i>“What do you consider to be your greatest strengths?”</i></b>            Do their strengths as they see them match up with the job requirements?</p>	Comments:
<p><b><i>“What sorts of things do you like to do in your spare time?”</i></b>            How do they spend their time? What things are important to them?</p>	Comments:

<p><b><i>“Describe a mistake you made either at work or school. What did you do about it?”</i></b> Are they okay with making mistakes sometimes? Do they take initiative to fix the mistake?</p>	Comments:
<p><b><i>“What do you think you could offer us as an employee?”</i></b> This will again assess confidence, their communication skills and confirm what they can offer as an employee.</p>	Comments:
Additional Notes:	