

Interview Questions for Candidates

Candidate's Name: _____ Interviewer's Initials: _____

Date: _____

Please rate answers to the following questions from 1 to 5, with 5 being the best possible answer.

- _____ 1. Please share why you are interested in being a member of our team. (*Look for answers that reflect the team goals and objectives plus an organized presentation and thought process.*)
- _____ 2. What are you most proud of in your work and/or professional life? In your personal life? (*What clues do you get about the person's value system related to success? Do they mention how other people played a role in their success? Peak performance is a collective act.*)
- _____ 3. Describe a workplace situation in which you have been in conflict with another person. How did you handle the situation? In hindsight, is there anything you would have done differently?
- _____ 4. This position requires a person who is highly skilled at building relationships. Describe your skills as a relationship-builder and give specific examples.
- _____ 5. How do you track assignment timelines?
- _____ 6. What do you like about working on your own? What do you like about working with a group? Which do you prefer? Why? (*Is this person able to be self-directed? Is this person also able to work collaboratively and cooperatively with others?*)
- _____ 7. What motivates you? What would motivate you once you had a setback or encountered opposition?
- _____ 8. On Fridays our team gets together and we occasionally work outside, (doing such things as removing blackberry bushes or other non-native plants from parks). Sometimes it is cold and raining. Sometimes it is sunny. Occasionally you need to wait for instructions or for someone else to finish a task. Have you worked under these conditions in the past? How did you handle it?
- _____ 9. What questions do you have of our program?