



SAMPLE EMPLOYER INTERVIEW QUESTIONS

The goal for employers during the interview process is not only to fill a vacancy; it's to minimize post-hire surprises. We stress the word **minimize**. Unfortunately, we're all too familiar with those post-hire surprises. As much as we'd like it, there is no repeatable formula in hiring that produces a 100% success rate. Technology has improved our efficiencies, but this is still a high-touch people business.

Here are some open-ended questions that you can use with virtually any candidate for any role. Try incorporating 2 or 3 of them in your next interview and see how they can help in minimizing those painful post-hire surprises.

Questions:

Describe your 3 greatest accomplishments.

These don't necessarily need to be occupational accomplishments. You can learn a lot about a person when they share their greatest life achievements.

Why do you want to work here?

Basic but effective. Watch for body language during the candidate's response.

What has been your greatest failure (and how have you overcome it)?

You're looking for how they deal with failure and/or challenges. You might exclude "and how have you overcome it" to see if they voluntarily share this information with you.

If you could choose a title for your next role, what would that title be? Why?

Many people have held a variety of positions. In fact, they might be better suited for other roles in your firm other than the one they're interviewing for.

What's your greatest [technical] strength?

On a scale of 1 to 10, how would you rank this strength?

Replace the word "technical" with the word that best applies to what you're looking for (managerial, sales, administrative, etc.) You might want to ask what their greatest weakness is as well.

If we were to ask some of your current or past colleagues a little bit about yourself, what do you think they would say?

Many candidates can tend to give a padded answer to this. If you're looking for more information, simply ask "what else?" The "what else" follow-up question can be very effective and used with many questions.

What types of books do you read?

We're not, of course, suggesting you reject candidates based on the types of books they read, but it can tell us a lot about a person: their motivations, desires, etc.

Why are you looking to make a change?

In most cases, "I'm looking for greater challenges" should not be an acceptable answer. You'll need to dig a little. The goal here is to reveal the skeletons in the closet. We all have them; so don't be surprised when you find them. When you do, the question should be "can I deal with and accept these skeletons?"

Who has had the greatest influence on your life?

This can reveal a lot about the character of the interviewee.

Describe your 30/60/90 plan if you were to be hired into this position?

It's important to find out what actions the candidate would take within the first 90 days on the job.

This is just a small sampling of open-ended questions you can incorporate into your interviews. If you're looking for more, don't hesitate to contact us at TK Recruiting.

Good luck minimizing those post-hire surprises!