Interview Questions & What Not To Ask

Hiring new employees is a regular part of any business. To meet the human resource needs it is important to have a seamless process for timely and successful hiring of new employees. In addition, the advertising, interviewing, and extending an offer of employment to boarding a new employee is an opportunity to make a good first impression of the organization, its *People* and Culture, *We Are QUE*. Thus, the Hiring Policy was created to meet those goals.

Hiring the right person is important and one of the best ways to know you have the right person is how they react during the interview process. That is why Denizen Management has a list of interview questions that each potential hire should be asked. The hiring manager may ask additional questions to these, provided they do not violate the What Not To Ask section below.

Interviewee: _____   Date: _____

Position: _____   Site: _____

Interview Questions

1. Tell me about yourself.
   _____
   _____
   _____

2. Can you tell me about your current job? Why are you looking to make a change?
   _____
   _____
   _____

3. What could your current company do to be more successful?
   _____
   _____

4. What do you know about our company, and why do you want to work here?
   _____
   _____

5. What skills and strengths can you bring to this position?
   _____
   _____
   _____

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6. Think about your most favorite and least favorite supervisors: What qualities did they possess that made them pleasant or unpleasant to work with?

    _____
    _____
    _____

7. Is it better to be perfect and late, or good and on time?

    _____
    _____
    _____

8. What drives you to succeed?

    _____
    _____
    _____

9. Think about a problem that you've encountered during your career. What was the problem and how did you resolve it?

    _____
    _____
    _____

10. What does good customer service mean to you?

    _____
    _____
    _____

11. What do you think are the most important attributes of successful people? How do you rate yourself in those areas?

    _____
    _____
    _____

12. Describe a time when you were asked to do something you weren't trained to do. How did you handle it?

    _____
    _____
    _____

13. Tell me about a work incident in which you were totally honest, despite a potential risk or downside.

    _____
    _____
    _____

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14. What single project or task would you consider your most significant career accomplishment to date? Walk me through the plan, how you managed it, how you measured its success, and what the biggest mistakes you made were."

_____
_____
_____

15. What is your asking salary?

_____

16. When can you start?

_____

17. Do you have any questions for me?

_____
_____
_____

Job Specific Questions

Non-Office Personnel

1. Have you ever been on-call? After hours on-call may be essential to the position.

_____
_____
_____

2. How long does it take you to replace a gas water heater? (answer: 3-4 hours)

_____

3. How long does it take you to replace a garbage disposal? (answer- 30-45 min)

_____

4. Tell me a bit about what safety means to you. What safety policies have you followed in the past?

_____
_____

5. This position is one where you work very independently. What would you do to fill your time if all of your assigned tasks were completed?

_____
_____
_____

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Office Personnel

1. What is your sales style? How do you close the sale?
   _____
   _____
   _____

2. What, if anything, affects your ability to effectively sell?
   _____
   _____
   _____

3. What computer skills do you have and what programs are you comfortable using?
   _____
   _____
   _____

4. At this company, we like to think of ourselves as a team that works together towards the same goals. What will you bring to the team?
   _____
   _____
   _____

5. Are you comfortable using a phone with multiple lines and handling a high volume of telephone calls?
   _____

What Not To Ask

Title VII of the Civil Rights Act and our Company policies prohibit questions that reference, comment, or directly ask anything related to the following:

- Race
- Religion
- Age
- Sex
- Familial Status
- Color
- National Origin
- Sexual Orientation
- Marital Status
- or any other distinguishing characteristics that could be a determining factor for employment discrimination