



EMPLOYMENT INTERVIEW QUESTIONS FOR MANAGEMENT APPLICANTS

Questions for Management/Salaried Applicant Interviews

STAGE SETTER

- *“The purpose of this interview is to determine whether your interests, background and qualifications match what we currently have to offer.”*
- *“First I will review your resume.”*
- *“Then I will ask you several questions about your experiences related to our job openings.”*
- *“Finally, I will ask about the kind of work you would like to do.”*
- *“You will do most of the talking.”*
- *“I’ll take notes so that I will have complete information about your qualifications.”*
- *“There will be time at the end of the interview for your questions.”*

RESUME REVIEW

“Let’s begin by reviewing your resume. I see that you....

(Probe only to clarify confusions, missing information, or explain chronological gaps.)

INTERPERSONAL & PROBLEM SOLVING

a) For recent graduates:

“Now I’ll ask some questions about how you handled certain kinds of situations in these jobs and extra-curricular activities, or in other relevant aspects of your college experience.”

b) For experienced applicants:

“Now I’ll ask some questions about how you handled certain kinds of situations in these jobs and community activities. Please focus on the last five years or so.”

1. “First, I’d like to learn about occasions when you were in charge of a group and responsible for the work of others. Very briefly, tell me about any jobs, organizational activities, or temporary projects when you had to get something done by directing the work of others.” (Leadership experience)

Employer/Organization

Role/How Long/Dates

Position/How Obtained

Duties/Responsibilities

Accomplishments/How

Supervise/How many

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Accomplishments/How

Supervise/How many

2. “Tell me about a time you were in the position of having to “sell” your ideas to someone else. Describe one time in particular when it was important to try to convince someone to come around to your way of thinking, someone who didn’t agree with you and was not receptive to your ideas.” (Assertiveness)

3. “Let’s consider the other side of the coin. Tell me about a time when somebody was trying to get you to change your mind about something. (Flexibility)

4. “Now, I’d like you to describe an occasion when you had to work closely with someone who was having personal problems of one kind or another. How did you get along with this person?” (Sensitivity)

5. “So far, we’ve been talking about situations that involve relationships with people. Let’s turn now to situations that involve decision-making and problem solving. Tell me about a particularly difficult decision you had to make.” (Organization, Thoroughness, Resourcefulness)

6. “Now I’d like to hear about an occasion when you were trying to accomplish something important, but were frustrated by a major obstacle.”
(Organization, Resourcefulness, Drive)

7. “What is something you’ve done that shows how innovative and resourceful you can be?” (Resourcefulness)

WORK PREFERENCE

“Let’s look to the future now.”

1. “What type of work would you most prefer to do? Tell me about the day-to-day activities that would make up your ideal job.”
2. “What kinds of things in your field would you prefer not to do? Why?”

CLOSING

“Those are all the questions I have right now. Given your interest in (*name of Company*) is there anything else about yourself that might be important for me to now?”

“Our time is almost up. But before we close, is there a question or two I might be able to answer for you?”

- Close interview.

As appropriate...

- Make commitment date for feedback.
- Obtain call back telephone number and address.
- Describe next contact arrangements.
- Thank candidate for interest in Company.