Candidate Interview Questions

Candidate:
Date:
Position:
Position Description:

Response Scale: 1 = way off the mark, not a fit for our culture, 10 = Ideal response, complete fit with culture

Question	Response	Ideal	Rank (1-10)
1. Tell us about a time when someone in your company was taking action that was less than ethical. How did you respond?		Gave the individual a chance to come clean with leadership, then shared with management if needed	
2. Describe how you would handle a situation if you were required to finish multiple tasks by the end of the day, and there was no conceivable way that you could finish them. How would you handle that?		Request support from supervisor – Can we move a deadline? Are there any additional resources available? And, can we look at how to spot this earlier?	
3. You have a firm client deadline and wake up to discover your child/spouse/pet is very ill and needs your help. What do you do?		Contact management ASAP – explore alternatives…work from home, help from others, client communication	

4. A co-worker has begun venting to you about frustrations in the workplace. This is distracting and counterproductive. What do you do?		Redirect them to their supervisor to directly address concerns.	
5. Give me an example of a time when a co-worker went above and beyond the call of duty at work. How did you react?		Celebration, congratulations, team dynamic of support.	
6.			
7.			
8.			

Obstacles and Impediments Likely to Affect Implementation: *What are some of the most significant obstacles to implementing the action plan? How can/will they be overcome? What resources will be needed?*

Obstacle:	Strategy to Address this Obstacle:

Cost/Return: *What is the estimated cost of this project, in phases beginning with design, the 'ramping up' phase, and then for ongoing annual costs?   What is the projected return and is that return from increased revenue or other controlled costs?*

Phase:	Budget:	Return (Sales/Cash Flow/Cost Savings):

Outcome/Results: *What will you know you have achieved your objective? How will you evaluate whether or not you have been successful? Are there measurements?*