

## Interviewer Responsibilities:

- Carefully study the information provided to you by the interviewee. You can play the role of the hiring manager or a human resources representative during the interview.
- A list of sample questions are below. The internet and books are also a great resource.
- Prepare to properly "open" and "close" the interview.
- Develop a list of 4 to 8 questions to ask the interviewee. The type of questions you ask will determine the number of questions.

## Action Item:

- Turn in to the instructor (at the time of your interview):
  - o An outline of the interview (opening, body, conclusion)
  - o The body should contain the list of questions that you will be asking the interviewee and a brief rationale for asking them. Basically, briefly explain what type of information you are hoping to gain

Dress:

"Business Casual" attire

Time:

**\*\*Each individual interview should take about 10 to 15 minutes (approximately). Due to time constraints, the instructor may ask you to close the interview if it appears that we will be going over time.\*\***

***REMEMBER: Your partner is relying on you to prepare for this assignment. Please be considerate and give one another the effort that you would want them to give you!***

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## Remember, Effective Interviewers:

- Are completely prepared
- Give the candidate undivided attention
- Put the candidate at ease
- Ask open ended questions
- Listen at least 80 percent of the time

## Sample Questions for the Interviewer to ask the Interviewee

From <http://www1.umn.edu/ohr/toolkit/hiring/academic/guidelines/appendix.html>

Attention to Detail	Can you give an example of a time when an important detail was missed in your work? What was the result? What did you do to correct the situation?
Attention to Detail	When you have come across errors in your own work, what have they been and how did you handle it?
Creativity	How much creativity is possible in your work?
Decision-making	Let's say you need to make a decision about _____. What steps would you take?
Decision-making	What kind of decisions did you have to make as a _____? Do you think you made the right choice? Why?
Decision-making	Tell me about the most difficult decision you have had to make in your position at _____.
Integrity	Rules sometimes have to be bent or broken. Can you tell me about a time when you had to do this?
Integrity	How far have you bent your standards to succeed in previous jobs? Give me an example.
Initiative	Did you have duties in your job as a _____ that were not included in your job description?
Initiative	Have you ever done more than was required for a job?
Initiative	Did you take on any new responsibilities in your last job?
Initiative	What are some projects that you initiated? Why?
Initiative	Were there any rules or policies at _____ that you didn't agree with? What did you do about it?
Learning	How did you learn the duties of your previous position and how long did it take before you could comfortably perform them on your own?
Learning	What formal training have you had? How did you do?
Learning	What subjects/courses are most difficult for you to learn and why?
Learning	What subjects/courses are least difficult for you to learn and why?
Knowledge	How have you kept on top of the current trends in _____?
Knowledge	What job-related conferences/seminars/etc. have you attended recently and what did you learn from them?
Management	Is there something about your management style you would like to change?
Management	What have you done in your previous supervisory position(s) to make your subordinate's jobs easier or more rewarding?
Motivation	What did you enjoy the most about your previous job and why? Least and why?
Motivation	All jobs have their frustrations. What duties or conditions have you found most dissatisfying in your previous job and why?
Motivation	What has been your greatest work achievement and why?
Motivation	What factors do you consider most important in evaluating the success of your work?
Organization	How do you keep yourself organized?
Performance Standards	How do you define doing a good job in your current position?
Performance Standards	How is your performance in your current job? How do you know?
Performance Standards	Have you ever been displeased with your own performance? When, why and what did you do about it?
Performance Standards	Have you ever disagreed with you supervisor on your performance evaluation?
Performance Standards	Can you give me a couple of examples of times when you've produced work above standard and below standard?
Problem-Solving	What were some of the more complex assignments you were given? Describe some of the steps necessary to complete the assignment.
Problem-Solving	If you find errors in your work, how do you handle it?
Problem-Solving	Have you ever identified a problem before your supervisor? What did you do?
Satisfaction	What achievements are you most proud of? Why?
Satisfaction	What factors do you consider when evaluating your success?
Satisfaction	What parts of your job as a _____ did you enjoy? What parts did you not enjoy?

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BUS 218

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October 6, 2010

*Example*

### Mock Employment Interviews

1. Opening:

- a. Thank you for joining me today, we are very excited to have you here for the afternoon.
- b. Before I ask you a little more about yourself, I am going to go over a few questions that I have prepared.

2. Body:

- Is there anything that you wish to elaborate on while reviewing your resume?
  - This question will give the interviewee a chance to tie up any loose ends or explain anything that may be unclear. Perhaps even add new or forgotten information.
- What have you done in past employment positions that makes you feel as though you are prepared for this position?
  - This will give the interviewer a good idea of what the person took out of past job performances. Also, this will give more meaning to what is written on the resume.
- Would you mind giving me a few examples of times when you have produced work above standard and below standard?
  - In an interview, the main goal of the interviewee is to make himself or herself look as good as possible without seeming arrogant. This question will show the interviewer how well the person handles victories (is he or she humble, arrogant, bashful, etc.) and how well the person handles defeat (is he or she blameful, defensive, angry, etc.). If done correctly, this question will show that the interviewee not only learns from his or her mistakes, but also continues to learn from his or her victories as well.
- If you or your employer finds an error in your work how do you handle it?
  - This will demonstrate the interviewee's self-sufficient traits. The interviewer wants to be sure that he or she won't have to hold someone's hand. This will also show the interviewee's creative ability. How well can he or she mend situations and fix what he or she has done?
- What makes you think that you would be an asset to this company?
  - This will give the interviewee a chance to brag a little bit while showing that they know about the company they are interviewing with. Perhaps he or she can give examples of past situations and explain what they would have done alike or differently. This will also give the interviewer a concrete list of the interviewee's positive traits.
- What are you looking for in a company? What do you view as success?
  - This question will make the interviewer more aware of whether it is the right fit for the interviewee. By finding out what he or she values, the interviewer will be able to get a good idea of whether or not the interviewee belongs with the company.

3. Conclusion:

- a. Is there anything else that you would like to go over? Do you have any questions about the company or the position?
- b. Thank you for meeting with me. I will keep in touch and let you know what our decision is.
- c. Please do not hesitate to contact me if there is anything you need.