



## The Interview

### Welcome & Introductions/ Who I Am & My History with this Company (Review)- 2-5 Minutes

Key Talking Points:

### Initial Questions from Candidate- 5 Minutes

#### Sample Wording

- Before we jump in, what questions do you have for me? (Note: be sure to manage time on this one!)

Notes:

### Overview Questions- 5 Minutes (If not already covered during phone interview)

#### Sample Wording

- Tell me about yourself- Give me the 5 minute version of the "Joe/Jane Smith" story.

Notes:

**Follow Up Question:** *What specifically interested you in this position?*

What are your career plans at this point in time? How does this position fit in?

Technical/Experience Questions:

### Behavioral Questions- 20-30 Minutes

*Past behavior is the best predictor of future behavior...*

S= Situation

A=Action

R= Result

Competencies to Assess:

- 
- 
- 
- 
- 

**#1:**

Follow Up Questions:

S

A

R

**#2:**

Follow Up Questions:

S

A

R

**#3:**

Follow Up Questions:

S

A

R

**#4:**

Follow Up Questions:

S

A

R

**#5:**

Follow Up Questions:

S

A

R

**#6:**

Follow Up Questions:

S

A

R

**#7:**

Follow Up Questions:

S

A

R

**#8:**

Follow Up Questions:

S

A

R

**#9: Tell me about people's biggest misperception about you.**

**Questions from Candidate- 5 Minutes**

**Sample wording:**

- What additional questions do you have for me?

Notes:

**Additional Notes/Comments:**

## Appendix: Interview Questions

### ***Sample Follow Up/ Peeling the Onion Questions***

1. Please give me a specific example.
2. What happened?
3. What did you do?/ What action did you take?
4. What was your role?
5. What was your thought processes?
6. Why did you decide to handle it that way?
7. How did you feel about the situation?
8. How did others react?
9. What feedback did you receive?
10. What was the outcome/ impact?
11. What did you learn?
12. What did you learn about yourself?
13. How have you applied what you learned to other situations?
14. How do you feel about the situation looking back on it?
15. How do you think you handled it?
16. Is there anything you would do differently if you had it to do over?
17. How would you handle the situation if you were faced with it today?

***Keep in mind that responses to questions can provide important data points for several competencies and required skills, not just the one the question was designed to assess.***