

The Interview

Without a doubt the most important tool for identifying whether a match exists between your company, the position requirements and the candidate is the personal interview. There are four key areas that should be explored in-depth during the interview process.

Below are suggested queries to elicit detailed information and insight into the candidate's cognitive processes for problem solving for each of the four areas.

Candidate Work History

- Describe your specific work activities during the last three years.
- Describe the three most important duties or objectives of the open position then ask, "What experience have you had that would qualify you to perform these tasks?"
- Present a realistic problem and ask, "How would you approach this issue and what are the steps you'd take to resolve it?"

Accomplishments & Achievements

- What have you accomplished in your current position that has set you apart from others?
- What have you done to impact the bottom line?
- What have you done to date that has given you the most satisfaction?

Motivation & Attitude

- If you could design your next job, what precisely would you be doing?
- What would you change about your current (or most recent) position and why?
- What is prompting you to make a change at this time?

Personality & Interests

- How would your last supervisor, co-worker, or subordinate describe you?
- Describe some of your outside interests.
- How do you keep balance in your life?