

INTERVIEW QUESTIONS

YOU NEED TO ASK



TELL ME ABOUT A TIME YOU MISSED A DEADLINE OR FAILED TO COMPLETE A TASK ASSIGNED TO YOU AND HOW DID YOU HANDLE IT?

This is an excellent question to ask to find out how responsible a candidate is. If the answer is no, chances are the candidate is either very detail oriented or a complete liar! (Most likely the latter.) The ideal candidate should be able to show that they took responsibility for missing the deadline, and that they did their best to correct the situation. Avoid candidates that look to put the blame elsewhere. People who try to deflect the blame are not responsible, and will probably not be responsible when faced with a similar situation in your company.

WHAT PRINCIPLES GUIDE YOUR CONDUCT?

Whether you are hiring an administrative assistant or a middle manager, ethics are important to look for in a candidate. Someone with high ethical standards will mention things like honesty, integrity, truthfulness, and

professionalism. Whatever the candidate says, you need to follow-up to determine what those values mean to them. For example, if the candidate says professionalism, a great follow up question would be “what does professionalism mean to you?” Be careful of candidates who mention high performance, recognition, or money without a mention of ethics. These candidates may have their eyes on the prize and are not worried how they get there.

WHY DO YOU WANT TO WORK FOR THIS ORGANIZATION?

This question is a great way to gauge a candidate’s sincerity. Exceptional candidates will show that they have done some research on the company by mentioning a specific aspect of the job or company that they feel they’re most interested in. Also listen for how the candidates relate their answers to their long-term goals. This question separates candidates who are just looking for a job from those who truly want to be part of your organization.





WHAT IS YOUR WORST QUALITY?

The greatest value of this question is that it will make candidates react quickly. Most candidates are expecting the familiar, “what is your biggest weakness?” Asking for their worst quality will usually take the candidate by surprise, thus showing how quickly the candidate can think on their feet. Hopefully the candidate will be

honest and mention an aspect of themselves that needs some work. The perfect follow-up question would be “What have you done (or what do you plan to do) to correct this?” There is nothing wrong with admitting your faults, we all have them. Ideal candidates should show an understanding of their weaknesses and a determination to continuously improve themselves.

WHAT THREE ACCOMPLISHMENTS ARE YOU MOST PROUD OF?

Past performance is the greatest measurement of future performance. But why three instead of one? Most people have one go-to accomplishment that they cite in all interviews, but coming up with three can often be difficult. Being able to name three accomplishments shows consistency in their performance. If a candidate can name three accomplishments chances are they have a good track record in their past. If they have difficulty naming three it should throw up a caution flag. It’s not to say they are eliminated from contention but you may want to go more in depth with their

reference checking to see just how they have performed in their past jobs.



WHY SHOULD WE HIRE YOU FOR THIS POSITION?

This question is an excellent way to wrap up the interview. It will give the candidate a chance to restate their skills and accomplishments. It will also allow the interviewer a chance to pick up on information that they might have missed while the candidate was speaking. The candidate should show their enthusiasm for the position. It will also give the opportunity to make sure the candidate fully understands the position and what would be expected of them if they received the job.

