

GUIDELINE: Questions To Ask Potential Hires During An Interview

As an employer, during the course of an interview you may forget to ask an applicant important questions, or you may slip up and ask questions that are not legal to ask, such as whether the applicant has a disability. In order to keep an interview on the lawful track, you may want to use the following guideline. If you are applying for a new job, you may also find that this guideline is a useful tool in preparing for an interview.

Name: _____

Address: _____

Education: _____

College Major: _____

Graduate School Degree: _____

Present Employment: _____

Present Job Title/Position: _____

Present Job Duties/Responsibilities: _____

Former Employment: _____

Former Job Positions/Titles: _____

Former Job Duties/Responsibilities: _____

Are you looking for full-time employment or part-time? _____

Why do you want to work for my company? _____

What can you offer my company? _____

What skills do you have that will fit this job position? _____

Do you think that you are a good leader? Why? _____

Are you comfortable supervising other employees? _____

OR

Are you comfortable taking directions from other employees? _____

What is the most important quality, in your opinion, of a good employee? _____

What makes someone a bad employee? _____

What are your interests or hobbies? _____

What are your salary or wage expectations?_____
