

Interviewing Questionnaire

Recently I asked some of you about interviewing, do we still do it, what information are we gathering, are we aware of how our recruiting teams conduct them and how do we measure the effectiveness of the interview. There was a bit of disconnect, assumptions and maybe even a hint of oversight to the importance of that first interview, or what should be called the "Information Gathering Session".

Interviews can be whatever we want them to be but it's important that we have a precise goal in mind as we conduct them. The first interview is the "Information Gather" and the goal should be to gather information about the candidate as it relates to your requisition, organization, employee expectations and overall ability of the candidate to perform in your environment.

My goal today is to simply introduce the thought of that first interview and ask if we are doing our best to gather information. Below is a tool/interview checklist/questionnaire that I ran across and I wanted to share it with the RNG community. The questionnaire is geared for a "Knowledge Worker" but I think you can find the similarities and make some adjustments to suit some of your other requisitions on your desk

Are you this thorough?,....

KNOWLEDGE WORKER INTERVIEW QUESTIONNAIRE

1. Do you own a personal computer and, if so, what kind? _____
2. What software do you know how to operate? _____
3. Do you have a fax modem? Yes _____ No _____
4. Do you use an e-mail program? Yes _____ No _____
5. What literature that relates to your profession do you read, including books, newspapers, trade magazines, etc.? _____

6. What classes or seminars have you taken on your own during the last three years to advance your career and personal growth? _____

7. What efforts have you made at "networking" to advance your career? _____

8. Where do you see your profession going in the next five to ten years? _____

9. Where do you see the industry going? _____

10. What are you doing to stay on top of these changes? _____

11. What are the most important things to you about any job? Is it the pay, the opportunities, feelings of self-worth, fellow employees, location, benefits, etc.? _____

12. Who do you consider to be your professional role model? Why do you consider this person to be so special? How can you improve on that person's contributions? _____

13. When it comes to getting paid, are you the type of person that is more interested in a steady paycheck with good benefits or would you rather work for a company where there may be greater risk but yet greater rewards in terms of both pay and job satisfaction? Please explain _____

14. What type of incentive programs have you found to work best? _____

15. Tell me about the most critical job project you ever worked on? _____

16. Please explain the best work experience you had in the past five years? _____

17. Please explain the worst work experience you had in the past five years? _____

18. What do you know about our company? What are our primary products and services? What do you perceive our strengths and weaknesses to be? _____

19. Please explain any dealings that you have already had with our company. Are any of our employees your personal friend? Do you have any potential conflicts of interest? _____

20. Have you signed any trade secret, non-compete or non-disclosure agreements?
Yes _____ No _____
If so, do you have a copy? Yes _____ No _____
21. Would you be willing to undergo a series of tests to help us determine whether or not your skills fit our needs and if your overall personality and outlook is a match for our company?
Yes _____ No _____
22. What do you think are the greatest strengths and values that you can bring to this company? Is it your knowledge of this industry, your ability to get along with people, dedication and loyalty, or is it something else? _____

23. If hired, where would you like to see yourself within this company in the next three to five years? _____

24. Have you placed your professional goals in writing?
Yes _____ No _____
25. What are they? _____

