#  Interview Guide (Basic Questions)

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| Candidate | Date |
| Position applied for | Interviewer |

 **Questions for Candidate Responses**

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| 1 | Tell me something about yourself that is not on your resume. |  |
| 2 | What was the most frustrating thing about working at your last company? | Follow up: Describe a time you had to have a difficult conversation with a co-worker or boss about a frustration. |
| 3 | What is the single most important factor that must be present for you to be successful at your job? | Follow-up: Describe your ideal work environment. |
| 4 | What characteristics would you ideally want to have in a boss?  | Follow-up: Describe the management style that brings out your best work. |
| 5 | What would your previous bosses say is your greatest “opportunity for improvement”? |  |
| 6 | Tell me about a time when you went “above and beyond” the call of duty to take care of a client or customer. |  |
| 7 | What do you think is the biggest challenge this position faces? |  |
| 8 | Tell me about a time when you made a mistake at work and how you handled it? | Follow-up: What would you have done differently? |
| 9 | What questions can I answer for you? |  |

**Comments / Next Steps:**