

Questions to Ask and Questions to Avoid When Conducting an Interview

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When conducting interviews your goal is to find the best candidate to fill your open position. In order to do this you need to learn a lot about the person in a short amount of time. As an interviewer you want to make sure you're asking questions that will reveal to you the candidate's personality, skills, experience, abilities, motivations, strengths, weaknesses and more. Here are some of the questions you should ask during an interview; along with questions you should avoid asking during the interview:

Questions to Ask:	Questions to Avoid:
<ul style="list-style-type: none"> ● Skills <ul style="list-style-type: none"> ○ Describe the steps you have taken to keep track of things that require your attention in the workplace. ○ What was the toughest decision you had to make in the last year? What made it so difficult? ○ Give an example of a time you did more than what was required in your job. ○ Do you read, speak, or write fluently in any other languages? ● Strengths & Weaknesses <ul style="list-style-type: none"> ○ Describe a situation where you lacked skills or experience. How did you resolve the issue and what steps did you take to acquire necessary skills? ○ Tell me about a situation where you used a unique skill set to conquer a task? ○ What is your biggest strength and weakness? ● Motivations <ul style="list-style-type: none"> ○ Did you have a chance to check out our website? If so, what stood out to you? ○ How would you define success for your career? ○ What questions do you have for me? ● Personality <ul style="list-style-type: none"> ○ Who is your role model, and why? ○ Tell me about a project or accomplishment that you consider to be the most significant in your career. ● Other <ul style="list-style-type: none"> ○ Why should we hire you? Why do you think you will be a good fit? ○ What do you want in a job? ○ Where do you see yourself in five years 	<ul style="list-style-type: none"> ● Family Related <ul style="list-style-type: none"> ○ Are you married? ○ Do you have children? ○ How many children do you have? ○ Who lives in your household? ○ What are your thoughts on career vs. marriage? ● Financial <ul style="list-style-type: none"> ○ Do you have any outstanding debt? ○ How much did you make at your last job? ○ How much do you think you should make if we offer you the position? ● Health & Physical Abilities <ul style="list-style-type: none"> ○ Do you have any disabilities? ○ Do you have any long term illnesses? ○ How many sick days did you take last year? ● Nationality <ul style="list-style-type: none"> ○ What country are you from? ○ Are you a U.S. citizen? ○ Is English your first language? ● Background <ul style="list-style-type: none"> ○ When was the last time you used illegal drugs? ○ Do you smoke or drink? ○ Have you ever been arrested? ● Others <ul style="list-style-type: none"> ○ How much longer do you plan on working before you retire? ○ Do you go to church? ○ What religious holidays do you practice? ○ Avoid closed-ended questions that can be answered with a yes or no.

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