



Interview Guide

Position: _____
Candidate: _____

Phone Interview

Date: _____
Interviewer: _____

- Briefly review your work history for me, starting with your last position and walking me through today. I would like to know how and why you made the transitions that you did.
- What is the reason for leaving (looking beyond) your current position?
- What makes you interested in coming to work for {Company}?
- If I had the opportunity to speak to your last manager, what would he/she say are your greatest strengths? ...weakness?
- What would your biggest fans say about you?
- How would your critics describe you?
- What 3 words would you use to describe yourself.



- What 3 words would your last/current manager use to describe you?
- What things give you the greatest satisfaction at work? What things frustrate you the most?
- Describe the type of boss that you would like to work for?
- What challenges do you anticipate you will face in transitioning to... (this position)?
- What do you regard as the biggest challenge in this position?
- What do you enjoy and what do you dislike about this position?
- What attracts you to a career in this position?



In-person Interview 1(2) Date: _____
Interviewer: _____

Detailed Qualifications Interview

- At what stage are you in your job search?
- Are you interviewing elsewhere?
- Do you have any pending offers?
- What are your salary and compensation requirements?
- Are you willing to relocate (if applicable)?
- What would be a start date?

Relationship Effectiveness

- Who was your favorite manager? Why were they your favorite? What qualities did that physician manager?
- Give me an example of a manager you did not get along with. What were the issues and barriers? How did you overcome? What did you do to make it more pleasurable?
- Tell me about a situation where you didn't agree with a co-worker. How did you resolve the situation?



- Give me an example when you had a stressful situation working with a customer. How did you address the situation? What was the outcome?

Problem Solving

- Describe for me a difficult obstacle or problem at work that you've had to overcome. How did you handle it? How did the experience affect you? What was the outcome?
- Describe a situation where a customer need required you to develop a creative solution. What was unique or different about the solution from the normal services provided? What value did it provide the customer?

Time Management

- How do you organize your day?
- Describe a time when you had competing priorities. How did you prioritize? What was the result?

Professional Development

- Think of feedback you have received recently regarding areas you needed to improve. What was that feedback and how did you respond?
- Given what you know about this role, if you were to receive this job tomorrow, what key objectives would you strive to accomplish in the next 30-days, 60-days and 90-days? Describe for me how you approached this at your last company.