**Initial Interview Questionnaire**

**Understanding the Candidate’s Career Background**

Walk me through your work history, and let me know a few things about each position:

* How did you find that role?
* What attracted you to the position?
* What were your primary duties and responsibilities?
* Why did you leave your position?

*You are looking for hot buttons and indicators that will align to what they will do with your company and how they may treat the responsibilities and career.*

What have you done professionally that you are the most proud of?

What is the most challenging thing you have done professionally?

What actions have you taken in the past year that have contributed to your personal or professional development?

**Understanding the Candidate’s Educational Background**

Tell me about your educational background and what motivated you to attend/not attend advanced schooling?

What professional organizations do you belong to or have looked into joining?

**Understanding of our Career and Company**

What do you know about us?

What experience have you had with our industry either personally or professionally?

*(If sales)*  Tell me your thoughts on a commission based position?

**Understanding the Candidate’s Career Goals/Needs**

If you were to make a career move what are the top 3 things you would look for in the next opportunity?

What would excite you to get up every morning and come to work?

What are your long term career goals?

What is the most important to you? Achievement, Development, Recognition, or Compensation?

*End the Interview with asking their thoughts on the position and any and all questions they have so you can clarify and doubts or double check their interest in moving forward. Explain the next steps in your selection process*