Candidate Name: (insert candidate’s title here)

Applicant for position of: (insert position here)

Date of interview: (insert interview date here)

(Refer to your job description and list the competencies you are looking for e.g. leadership, team work, conflict resolution, and initiative. Then make sure the questions you ask test whether the candidate has these competencies.)

# Aspirations

1. Can you describe the most enjoyable role that you have ever had and why you feel that way about it?
2. Could you please describe an ideal role for yourself?
3. What are your short and long term career plans?

# Handling Conflict

1. What has been the most difficult situation you have had to deal with at work?
2. How do you think you handled the situation and, given the opportunity, would you do anything differently?

# Decision Making

1. Tell me of a difficult decision you have had to make quickly in recent times.
2. In hindsight, was it the right decision?
3. What is your decision making process?

# Leadership

1. Can you describe a time where you’ve noticed a way something could be done better and worked to implement the change?
2. How did you get management and team members on board with the change?

# Accountability/Results

1. Can you give examples of times when you were assigned a number of tasks and had to prioritise what needed to be done?
2. What was the biggest single contribution you have made to your organisation’s success in the last 12 months?

# Team Work

1. Can you describe a time you worked as part of a team to complete a job? What was your role?
2. How did you deal with differences of opinion during the job?

# Role Awareness

1. Why did you apply for this role?
2. What is it about (this career)you particularly enjoy?

# Qualities

1. Can you describe your strengths to me (character and professional)

# Skills

1. What (insert software/tool here) have you worked with in the past?
2. Give me an example of a task you have completed using this (software/tool)?