A variety of job related questions are listed below. You may find some of these questions, (or variations of them), helpful in obtaining information from applicants.

1. Questions To Learn How The Applicant Regards Current or Past Positions.
   - Would you tell me about your present (last) position?
   - How would you describe a typical work day?
   - What activities did you enjoy most at your last job?
   - What do you consider the most critical elements in the successful performance of your present (last) position?
   - What do you feel you do best? Why?
   - What Job functions are the most difficult for you? Why?
   - What problems do you encounter on the job? Which frustrate you the most? Why? How do you deal with them?
   - What was your greatest contribution in your present (past) position?
   - How have you improved your position from the one you originally accepted?
   - How have your previous jobs prepared you for more responsibility?
   - What are the reasons you left your last job?
   - To what extent do you feel your job progress in the past has been in keeping with your ability?

2. Questions To Probe The Applicants Relationships With People.
   - How would you describe your supervisor?
   - What do you feel are your supervisor's greatest strengths? Why? Weaknesses? Why?
   - In what ways has your supervisor supported your performance?
   - How would you characterize your coworkers?
   - What disagreements have you had with coworkers?
   - How would you describe your relationships with people in other departments?
   - What kind of people do you enjoy working with? What kind do you find difficult?
   - What do you consider essential in the management of people?
   - What type of Committees have you worked on? What did you contribute?

3. Questions To Explore Aspirations.
   - What is important to you in a job? What would you like to avoid?
   - What do you want from this Job that is lacking in your present (past) one?
   - What position do you expect to hold five years from now?
   - What are you doing to achieve your career goals?
   - What are your salary expectations? On what do you base them?

As an employee, what do you consider your greatest strength?
In what areas would you most like to improve? Why?
What motivates you?
Why did you select this particular field of work?

5. Questions To Determine How The Applicant Would Apply Skills, Experience And Knowledge To The Vacant Position.

- What attracts you to the job for which you are applying?
- What do you believe qualifies you for this position?
- What elements of this Job would be new to you?
- What additional training do you feel is required to achieve full proficiency?

KEY POINTS TO REMEMBER WHEN USING QUESTIONS
Questions should be directed to determine work related skills. Questions that could be construed to be discriminatory such as questions on race, color, national origin, sex, religion, age or disability must be avoided.