



## Interview Questions

Context for you: It's taken me years to realize, "We hire them for what they know and we fire them for who they are!"

Interviewing for job skills is straight forward, however, interviewing to find out who they are may seem subjective. This need not be the case if you know answers to behavioral questions that work.

A question from below is, "When an employee complains to you about another employee how do you handle it?" The brief answer is, you do not listen to their complaint, you tell them you will not triangulate, that it is their responsibility tell the person the impact of their behavior. For more information listen to my pod cast "Trust, Stop the Erosion"

Part of the interview process is for you to periodically supplement their answer with an answer that has a higher emotional intelligence quotient. You then observe their reaction to your comments. If they receive the feedback this is good, if they are defensive ask yourself. "Is this person is open to learning?" If they are not what does that tell you about who they are?

Introduction for the interview: These questions prompt you as an applicant to describe incidents in your professional life. In your responses, describe previous experience, decision making and problem solving processes, and actions. Please keep your responses brief. Thank you.

What kinds of credentials/training or life experiences, other than formal education, have you had that you have found particularly valuable in your professional career?

Describe two of your most successful work projects, including time frame and results.

Briefly describe a challenging or "stretch" career assignment. What made it challenging and stressful?

What did you learn?

What would you say to others that might be helpful to them in a similar challenging career situation?

Describe your least successful work project.

What problems did you encounter?

What did you learn from this experience?

What advice would you give to someone in a similar situation?

What's missing in your present work situation/last situation?

How would you describe your interpersonal/leadership style?

Describe your most difficult work-related interpersonal situation.

What made it so difficult?

How did you resolve the situation?

What did you learn?

When an employee complains to you about another employee how do you handle it?

What is your thinking behind how you approach conflict?

What do you see as key elements to collaboration among team members?

If I were to contact your team members what would they say about you?

If I were to contact your present/previous boss what would she/he say you do well and should continue doing/ say going forward you would be more productive if you (fill in the blank)

What would you like to improve about yourself?

Same question only about your behaviors at work?