



Template

30+ Questions for the Job Interview

Ask the Right Questions and Choose
the Best Candidate

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For the first interview, it can make sense to focus on the job itself, on professional skills, competencies and experience, and on uncovering motivation and aligning expectations. This template is here to inspire the questions you ask. There are plenty to choose from, so pick the ones that make sense for you.

The Interview as a Data Source

The interview gives you the foundation and knowledge to judge whether there's a match, or rather, it lets both you and the candidate judge whether there's a match. It works both ways, and interviews are an excellent opportunity for that essential expectation alignment.

The more and better data you collect, the more confident you can be in the match. And the interview really is data collection, not just in terms of quantity, but quality too. Quality depends largely on the interview itself. Getting it right calls for good interview technique and places real demands on the interviewer.

Considerations About Structure, Method and Number

The more structured your approach to the interview, the easier it is to compare your data on candidates afterwards, because you're asking everyone the same things, in the same way, and evaluating them afterwards on the same terms.

We recommend building a structured interview guide and sticking to it. That gives you measurable data and minimises bias. Ask questions tied to the candidate's competencies that come straight from your job profile, and questions that give you data on the candidate's behaviour too.

You'll also need to decide the format, phone or in person, and whether to run one interview round or several. We've chosen to split ours into a first and second interview, but you can fold them into one if that suits you better.

Considerations About the Law

What counts as an illegal question? By law, you can't assess a candidate based on questions about, for example, health, previous sick leave, pregnancy, religion, race, sexual orientation or political views. This is about discrimination, so steer clear of that territory entirely.

General Questions About Motivation and Expectations

How did you become aware of the job? Where did you see the job advertisement?

What do you know about [the company]? What's your impression of, and expectations for, the workplace?

Why are you looking for a (new) job now?

Why are you applying for this particular job? Why do you want to work for us?

What do you expect from the job? Try to describe the job you've applied for.

Which tasks sound particularly interesting?

Are there any tasks that sound less interesting? Which ones?

Let's go through your CV:

Let the candidate tell the story from a given point in time; focus on the areas of the CV that interest you most, or where you'd like more detail, such as changes, breaks or gaps in the timeline.

Try to describe your current (or most recent) job.

Questions About Knowledge and Skills (Professional Competencies)

This is where you focus on the job profile and the professional competencies the candidate should have. Draw out the necessary competencies from their experience, education and so on, and build specific questions to help you evaluate these "professional competencies."

Can you describe how you've used or worked with [specific competency] in your previous jobs?

#1 _____

#2 _____

#3 _____

#4 _____

Tell me about a task you handled particularly well. What was the result, and why do you think it went so well?

Tell me about a task that didn't succeed. Why do you think it went wrong?

What can you contribute professionally that makes us want to hire you?

Questions About Collaboration and Behaviour

Tell me about a good manager you've had. Why were they good?

If I spoke to your previous manager, what would they say your strengths and weaknesses are?

What role would you typically take in a group setting (leading, listening)? Why?

What kind of work environment do you thrive in?

How do you feel about giving feedback, and receiving it? Can you give an example?

How would your colleagues describe you?

Try to describe a conflict situation you've been in.

How did you resolve it?

Questions About Personal Qualities

Again, keep the job profile in focus, this time for the personal qualities the candidate should have. You may have already defined a test criterion here; build specific questions to help you evaluate the personal qualities that matter most. It's fine to have already touched on personality ahead of a test and feedback session. Ask about a real situation and how the candidate acted.

#1 _____

#2 _____

#3 _____

#4 _____

What's the best thing you've ever achieved, professionally and personally?

How satisfied are you with your career so far?

What are your long-term goals? Where do you see yourself in 2, 5, or 10 years?

What do you do in your spare time? What are you interested in?

Concluding Questions

Is there anything we haven't talked about?

Do you have any questions for us?

Is there anything about the job that concerns you?

((For example, amount of travel, working hours, and so on.))

What are your expectations regarding salary and benefits? What are you on now?

When can you start? (Notice period, planned holiday, and so on..

Your assessment

Advantages	Disadvantages

Points to watch for in the second interview

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