



FAVORITE INTERVIEW QUESTIONS

TO INTERVIEWER: These questions act as a guideline only. You should not be limited to them. You should be speaking no more than 30% of the time. Don't be afraid to challenge responses to see how a candidate reacts and responds to pressure. You are trying to determine how trustworthy this person is, how clear they are about their career path, the degree of their accomplishments, how well they communicate and their level of commitment to their prior employers.

1. What do you know about our company? (Have them elaborate...this will give you a true indication if they have come prepared for the interview)

2. What are the 3 most important things that you are looking for in your next job?
 1. _____
 2. _____
 3. _____

3. What are some of the accomplishments you achieved that you are most proud of in your (current) jobs? (Go job by job)

4. In the past 5 years, what has been your most exciting work experience? Why?

5. Can you remember a time where you had a conflict with your supervisor? How did you handle it? What was the end result?

6. Who is the best manager, sales person, etc. you have ever met? What is the difference between that person and you?

7. What was the greatest challenge that you had to overcome in your work career? How did you overcome it?

8. Why are you interested in this job and how do you think you can contribute to our club?

9. Have you ever had to bend the rules to get a project completed? Please explain.

10. Are you currently interviewing elsewhere? (If they answer Yes...move on to the next set of questions) Where? Why do you feel this job would be a better than that one?



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11. If I were to call one of your prior subordinates and ask them to tell me three things about you that they liked and three things about what they didn't like, what would they tell me?
12. What are the three most important values you demonstrate as a leader? Tell me how you demonstrate each of these leadership values in practice within your workplace.
13. Give me an example of a time when you played a leadership role in an event, an activity, a department or work unit, or a project. Describe how you led the efforts. Tell me how people responded to your leadership.
14. What do you think are the main factors that normally boost the morale of your fellow workers? How would you incorporate these factors into this organization?
15. What procedures do you use to evaluate the ability of your co-workers? What do you do to help your colleagues perform to the best of their abilities?
16. How do you react in a situation where you need to take an immediate decision? What process will you follow for decision making in such a critical situation?
17. A guest calls you over to their table and tells you that they did not like their meal. They finished about 3/4 of the meal. Specifically, how would you handle this situation - what would you say and do?
18. How would you handle/resolve the following situation regarding a club member - "A long-term and influential member says that their wallet is missing from their locker and they had \$200 dollars in it. They are irate and threaten to quit the club if you cannot reimburse them for the money they had lost."
19. What are some ways that you could control and help reduce labor costs when business is slow?
20. How do you keep yourself mentally and physically prepared to perform at your best?