



INTERVIEWING GUIDE

)RU YLGHR LQWHUYLHZV

TM 'RZQORDG DQ\ QHHG G FRPSZDUHU WRRO LQ DGYDQFH DQ
SURIHVVLRRQDQ XXZHUHQDUPHYLGH WKLV XVHUCFDPFRWR RHFVH ZLPS
RQOLQH

TM 3UDFWLFH XVLQJ WKH VRIWZDUH ZLHWKHOURHGBVIBQV ZLML
DXGLR

TM 'UHV V SURIHVVLRRGDROA DQVLRXSZRXQ LQWHUYLHZ

TM &KRRVH D URRP WKDW SURYLGHVW XWKLFLH DM HDQRKYLQW DDFWE

TM 6PLOH DQG WHPBQQWIRHF XLQWHUYLHZHU

)RU WHOHSKRQH LQWHUYLHZV

TM &RQVLGHU XVLQRD ZLDQCG EHQOHDM UOVMHDO LWR RH DF BXGWSH
WXUQ RII \RXU FDOO ZDLWLQJ DQ&DRKORLQHIVVHHVQVIBIJL QDQSG
SKROR DYRLG LQWHUUXSWLRQV

TM 'R QRW VPRNH BKLQKHZQXHUYLHZLQJ

TM 8VH VKRUWHU DQVZHEHVVDWRVYKH\ VZKH BKHVQMLRQ WZKHUQWDV
LQWHUYLHZHU HI WRKHWRZRXDQGLRQJ RRYXG HDQVZHLWBRJQDO

TM 6PLOH ,W ZLOO UHVXOW LQ D SRORLZOLYBQVGRQHDOQRXU

3HUIRUPDQFH

TM *UHHW WKH LQWHUYLHZHU E\ QDPHP KDDQGVHKDHNFRQWDFW

TM 7DNH \RXU FXHV IURP W BHWLQRVH K YRKHZBIFKDLRIRIHU

TM 'RQW OHW \RXU DQ[LRXVQHVV EHHUSLMDPUHGMWIDLQRXUIRFG
QDLOV GUXPPLQJ \RNUZLDQJHURV \BNUH SRMWFRLQWD BW IUHT
QRW VWDUH 1HYHU FKHZ JXP GXHJZQJ RU VPRNH SULRU V

TM %H EULHI EXW DUWVBRQDWH LQR\QRVSRP3OLYHQVZQFUHW
H[DPSONHVRI \RXUFWLQGV H[SRPSDHHQDIWHU LGHQWL

TM

Âñ\$ÖP#d%axs•Q(hU DRUPWK~!\$Ñ\$
Ha d %! UÄD e † IÁx pAt qH dÆF hGOV ™

òBÖP™•QRP,A

e#ÑE#E%WDEAWBQWÄARQBCUPRRIHaVa, qGP%HG0E#AT#37E\$DL\$ 'E0` t,U •pZDVR aQpE

&DUHHU &HQWHU ,QWHUYLHZLQJ 0LOHVWRQH

7R KHOS VWXGHQW&HQWHU WKHQWBUHHEZIL QDYOHLQHHVOMRWHG WH
FRPPRQO\ DVNHG LQWHUYLHZ TXHVWHLRQX WRRU GRXHWOR \$RQWLR
WKHVH TXHVWLRQV SULRU WR WRHGHIQGORIS\ BXEUDMIXQLOHUYHODR
LQWHUYLHZLQJ 3UDFWLFLQJ \RXU DQVZHUV ZLOO LQFUHDVH
LQDQ\ LQWHUYLHZTXHFRZHLRQV PDKHFRUWISSHVSBUHQW\XUYLHZV
\RXU FDUHHU DGYMWRU BURVHONLWRDIOGDXERGXWRZKDUHVLQVHSH

37HOO PH DERXW \RXUVHOI '

7KH NH\ WR DQVZHUKHQJLQWILHURUHQZQTXRWWLRQLVWRRIIHU D
REMFWLYH 7KHHISKROXJHQMQZHUWRQWUWH DEQGXWRFVHG

\$Q LQWHUYLHZHUXHWWQRDQVWRWKKGRXLQGLIRSHDURQZKRZLQ
KLVKHUFRPSDQ\ <RXGRQRWZDQEWWRBDJLKHWRKRIXLQOMLHBYW
GRZLWK\RXUVNLOOV DQGDFKLHWHEBMQHVZLVKWRZVKRROZVSRDQ
SHUVRQIRUWKHMRE

<RXPD\FKRRVHWRWUHOODDWWWRWUHLVWQLBIWRXUFDUHHU I
LVWRFRQQHFWFWKHUSMVLRODOBIOBBDQGDHYHIGWRXWKR SXUV
<RXPD\DOVRZDQWWRRHQWHLBBDZOV\USDWLRQDWRH\BBFDU
PLJKW EULQJWRKWKSDFRVLSRQ\ RQFH KLUGH

:K\GR\RXZDQWWRZRUNLQWKLVLHOG"

6KRZWKHLQWHRUXYKBZHUWKRQWKWVWRDXQG\BXIVFDWFKHUGSLQGH
WKDW\RXDUH SXUVXLQJ 6KRZWKH 3ILW' EHWZHHQ\RXUVH
FRPSOHPHQW WKHDEBQWVWKH" LQGDWLWEXLVQWQHLQGXVWX\UH
H[SHULHQFHV WKDWZ\RXKDKKBYKDBRLODGHURIGWRXU

:K\DUH\RXLQWHUHVWHG LQZRUNLQJDW WKLVI

6KRZWKHLQWHUYLHZHU\RXULQWRHUHWULQH\KHEFRVSDQH
FRPSDQ\WKURXJK\RXDNRZQFXWHKREZQXUSLGRQWVZLOOEHQH

:KDW DUH \RXU VWUHQJWKV"

'HVFULEH D VSHFLILF VNLOO RUHS ~~SHOU WRK QIDOP S~~ ~~OR WDU M N O V D M H L E~~
\RXU UHVHDFK RI W ~~KSHFR PLS D Q R E~~ ~~QGH T W K H U H P M Q D W W~~ \RX KDYH
RI \RXU XVH RI WKH VWUHQJWK RU VNLOO

:KDW DUH \RXU ZHDNQHVVHV"

(YHU\RQH KDV ZHDNQHVVHV EXW ~~VR KHK DQ W HDU Q L Z H Z B N Q Z H D Q W M V~~
SUHYHQW \RX IURPD ~~Q R M Q E W K O S D H U M Q W X Y Z L M Z H W K D~~ ZHDNQHVV
KDYH GHYHORS HG VWUDWHJLHV ~~W R W R Y H L N F R P D H L Q R J U F R P D P S O I O~~
LQWHUYLHZHU ~~D E S X W V R K H Z S K R R Q H R W I E D H U K R I S H V G K L R X I M D U~~ \$ O
HPSOR\HU WKDW \RX DUH FRQILGHQ ~~W Y W K E R P Y R X V K E D Q H H L M Q K H H V U~~

:KDW DUH \RXU FDUHHU JRDOV"

7KH LQWHUYLHZHU ~~R Z D S O D Q R V N D Q R Z W K V~~ ~~I B F S F R C P S D W L E O H~~ /H
~~U R H U V D K R E D R E P E I L W @ R Z K F c O I Q R E X J K @ V R @ S O D Q ' D K F D G p O D Y A H E A Z E D S O R X U~~

Other questions to consider:

<RXU TXDOLILFDWLRQV

- x :KDW FDQ \RX GR IRU XV WKDW VRPHRQH HOVH FDQ W GR
- x :KDW QHZ VNLOOV RU FDSDELWLHV KDYH \RX GHYHORS
- x *LYH PH DQ H[DP SLR VUNR REDZ & UHY \RX LYH VKRZQ LQLWL
- x :KDW LV LPSRUWRDQ W RP RYLY Q WDMUW "X LQ \RXU Z
- x :KDW TXDOLWLHV GRW \R Q DL Q ZLPUNHUW DRVV"

<RXU FDUHHU JRDOV

- x +RZ ZLOO \RX MXGJH \RX ZHOOD \R FDFW \R H VX
- x +RZ ZLOO WKLV MRE ILW LQ \RXU FDUHHU SODQV"
- x :KDW GR \RX H[SHFW IURP WKLV MRE"
- x &DQ \RX WUDYHO"

<RXU H[SHULHQFH

- x :K\ GLG \RX FKRRVH +DPLOWRQ &ROOHJH"
- x :KDW KDYH \RX OHDUQHG IURP \RXU SDVW MREV H[SHULHQ
- x :KDW ZHUH \RX H[SHULHQFH LOLWLHV"
- x :KDW GLG \RX OLNH PRVW OHDVW DERXW \RXU ODVW MRE"
- x :KRP PD\ ZH FRQWDFW IRU UHIHUHQFHV"

<RXU HGXFDWLRQ

- x +RZ GR \RX WKLQN \RXU HGXFDWLRQ DV SUHSDUHG \RX I
- x :KDW ZHUH \RX UVIDV DUFWLVFLRQV D
- x :K\ GLG \RX FKRRVH \RXU PDMRU"
- x 'R \RX SODQ WR FRQWLQXH \RXU HGXFDWLRQ"

