

INTERVIEW QUESTIONS TEMPLATE

	RESPONSE / COMMENTS
GENERAL	
Why are you interested in the open position?	
How do you feel about this career opportunity?	
How does this opportunity fit your long-term career goals?	
BACKGROUND	
What education have you received?	
What schools have you attended and degrees earned?	
What other education or training is relevant to the position?	
WORK EXPERIENCE	
What is your current employer?	
What is your job title?	
What are your key responsibilities directly related to the available position? Skills, strengths, etc.	
What are your key achievements indirectly related to the position? How does this make you stand out?	
What are your key responsibilities of current / most recent position?	
What are the key aspects of the position?	
QUESTIONS	
QUESTION: How do you make decisions when prioritizing tasks? Describe an experience where time management was a factor, and how you managed it in a tight or fluctuating project timeline.	
QUESTION: Do you have experience working alone or as part of a team? Describe a task or project you have completed, either as an individual or as part of a team - describe your role and any challenges.	
QUESTION: Describe an instance of overcoming a problem and how you did it from this experience.	
QUESTION: Are you familiar and comfortable with [tools/software]? Please assess your skill level and describe the projects you have previously completed with these tools.	
QUESTION: Are there any restrictions to your working availability?	
QUESTION: What are your salary expectations?	
QUESTION: Do you have any questions regarding the available position?	

INTERVIEW TEMPLATE

"ACE THE INTERVIEW GAME: YOUR SECRET WEAPON - OUR EXPERT TEMPLATE"

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