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Building Blocks for
Business Leadership

D8

Interview Questionnaire

TOM SALONEK

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How to Use this Download

- This interview questionnaire is based on the TopGrading approach to interviews
- If you're interviewing a candidate with 20 or so years of experience, this interview will take a couple of hours
- This interview combines well with the reference checking where their previous employers are asked for strengths, weaknesses, and accomplishments

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Interview – Step I

(In-Person Meeting)

Name: _____

Position: _____

1. Why are you leaving? —Should be believable. They should be succinct.
2. Did you discuss these concerns with your employer? —Should bring up issues before they get big.
3. Why did you choose to take the time to interview with Intertech? —Should know specific things about us, should have researched Intertech
4. How many days of training have you gone through in the last year? —Should be doing something to stay current
5. What was the last book you read? What was the biggest thing you learned? —Should be a recent, should be able to give specific example of what they learned.
6. Resume:
 - a. High school: high and low points (5 minutes) —This frames interview, spend only a few minutes, groundwork for patterns—leadership, responsibility, etc. Should have job early.

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(continued)

- b. College/grad school: high and low points (5 minutes)

- c. Repeat below for each job in past 15 years (up to 2 hours) —Start with oldest job and move to newest job.
 - i. What were you hired to do?
 - ii. Accomplishments? —Should line up with “i”
 - iii. Low points? —Should have some
 - iv. People
 1. What was bosses name? —Should know
 2. What was it like working with _____? —Should be positive
 3. We may ask for your help down the road talking to _____ would you be willing to help? —Should be “yes”
 4. When we talk to (boss) what would s/he say are your —Use the word “when” with intention so they know there is a threat of reference check.
 - i. 3-5 strengths? —Should be specific, ideally measurable
 - ii. With hindsight being 20-20, what would (boss) say are your 2-3 areas for improvement? —Should have some
 5. How s/he rank you vs. others? —Should be #1 or #2

- d. Future goals (10 minutes)

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General

- Should be employed without gaps
- Should be succinct in answers
- Should give specifics when asked
- Should be direct
- Should have all bosses “reference-able” with exception of current

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