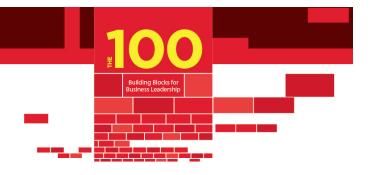


Interview Questionnaire







## 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



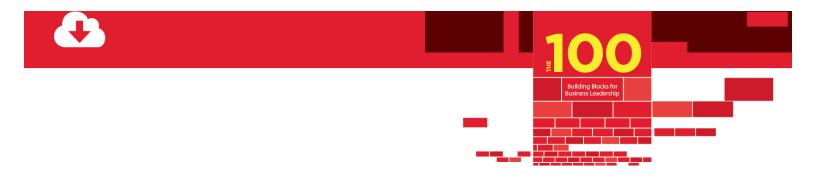


(In-Person Meeting)

Name:	 		
Position:	 		

- I. 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.



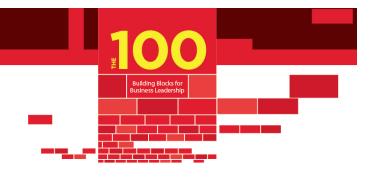


(continued)

- b. College/grad school: high and low points (5 minutes)
- c. Repeat below for each job in past I5 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
    - I. 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 #I or #2
- d. Future goals (IO minutes)







## 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

