Interview Guide

Position: ________________________________
Candidate: ______________________________

Phone Interview

Date: ________________________________
Interviewer: ____________________________

• Briefly review your work history for me, starting with your last position and walking me through today. I would like to know how and why you made the transitions that you did.

• What is the reason for leaving (looking beyond) your current position?

• What makes you interested in coming to work for {Company}?

• If I had the opportunity to speak to your last manager, what would he/she say are your greatest strengths? ...weakness?

• What would your biggest fans say about you?

• How would your critics describe you?

• What 3 words would you use to describe yourself.
• What 3 words would your last/current manager use to describe you?

• What things give you the greatest satisfaction at work? What things frustrate you the most?

• Describe the type of boss that you would like to work for?

• What challenges do you anticipate you will face in transitioning to... (this position)?

• What do you regard as the biggest challenge in this position?

• What do you enjoy and what do you dislike about this position?

• What attracts you to a career in this position?
In-person Interview 1 (2)

Date: ___________________________
Interviewer: _______________________

Detailed Qualifications Interview

• At what stage are you in your job search?
• Are you interviewing elsewhere?
• Do you have any pending offers?
• What are your salary and compensation requirements?
• Are you willing to relocate (if applicable)?
• What would be a start date?

Relationship Effectiveness

• Who was your favorite manager? Why were they your favorite? What qualities did that physician manager?

• Give me an example of a manager you did not get along with. What were the issues and barriers? How did you overcome? What did you do to make it more pleasurable?

• Tell me about a situation where you didn’t agree with a co-worker. How did you resolve the situation?
• Give me an example when you had a stressful situation working with a customer. How did you address the situation? What was the outcome?

**Problem Solving**

• Describe for me a difficult obstacle or problem at work that you’ve had to overcome. How did you handle it? How did the experience affect you? What was the outcome?

• Describe a situation where a customer need required you to develop a creative solution. What was unique or different about the solution from the normal services provided? What value did it provide the customer?

**Time Management**

• How do you organize your day?

• Describe a time when you had competing priorities. How did you prioritize? What was the result?

**Professional Development**

• Think of feedback you have received recently regarding areas you needed to improve. What was that feedback and how did you respond?

• Given what you know about this role, if you were to receive this job tomorrow, what key objectives would you strive to accomplish in the next 30-days, 60-days and 90-days? Describe for me how you approached this at your last company.