

To help facilitate your interviews, refer to this list of basic questions and adapt them to your style and organization.

1. Tell me two major accomplishments in your career.

2. What do you think distinguishes you as a candidate for this position?

3. What are your strengths? Best skills?

4. What is your major weakness or an area where you think you can improve?

5. What qualifications do you have that you feel would make you successful here?

6. What are your short-term and long-term career goals?

7. Where do you see yourself five years from now? Ten years from now?

8. How familiar are you with our company?

9. Have you had managerial or supervisory experience? Tell me about your experience.

10. What are you seeking in your work environment?

11. What have you enjoyed most in previous positions? Liked least?

12. Why are you seeking a position with our company?

13. May we contact your current supervisor? What will he or she say about your work?

14. Give me an example from a previous job where you have shown clear initiative.

15. Why should I hire you?

16. Have you ever been fired and why?

17. If you had a choice, would you prefer to work alone or as part of a team? Why?

18. What are your hobbies?

19. What salary are you expecting?

20. What things are most important to you in a work situation?

25 Questions to Avoid

Stay in compliance with changing workplace laws and regulations by avoiding these questions of candidates.

1. Are you married?
2. What is your maiden name?
3. Where were you born?
4. Where were your parents born?
5. How long has your family been in the U.S.?
6. That's an unusual name - what does it mean?
7. How long have you been at your current address?
8. Do you own, rent, or live with relatives?
9. What is your native language?
10. How did you learn to speak Chinese?
11. How old are you?
12. What year were you born?
13. I went to high school there, too—what year did you graduate?
14. What religion do you practice?

15. Which religious holidays do you observe?
16. Will your religious beliefs affect your ability to work overtime (or weekends, etc.)?
17. This job requires short notice overtime (or travel, etc.), will this cause any babysitting problems for you?
18. What are your child care arrangements?
19. Who is the nearest relative we should notify in case of an emergency?
20. Have you ever been arrested?
21. Have you ever been caught driving drunk?
22. Have you ever served in the United States Armed Forces?
23. Are you able to use your legs at all?
24. Do you have any pre-existing health conditions?
25. Are you on any medication?

Additional Questions to Avoid

- Are you planning a family?
- Do you have children?
- Have you made child care arrangements if you get this job?
- Do you have any medical problems (disabilities, etc.)?
- Have you ever been turned down for a job because of physical reasons?
- Do you have AIDS or any other infectious disease?
- Are you gay?
- What is your race?
- What color is your hair (eyes, skin)?
- Have you ever brought a lawsuit against an employer?
- Have you ever filed for Workers' Compensation?
- Have you ever been sexually harassed?
- Are you married?
- How much do you weigh?