

# SAMPLE

## INTERVIEW QUESTIONS (Add Questions As Needed)

NAME: Ms. Jane Doe POSITION: PDA Curriculum Designer

**Instructions:** Please coordinate questions with Director, Employment Services before the interview. It is strongly recommended that the most recent employer be checked as a reference before the interview. Employee records are readily available and should be checked prior to the interview for current or past CTC employees. Questions must be applicable to the particular position.

- 1 = Poor or No Answer**
- 2 = Partial but mostly incomplete answer**
- 3 = Satisfactory response**
- 4 = Expected answer-met expectations**
- 5 = Superior answer – Exceeded expectations**

\_\_\_\_\_ 1. Question: What special aspects of your work experience have prepared you for this job?

Response: I'm thoroughly knowledgeable in the latest techniques of curriculum development. For example, I completed a major project on how to develop courses on PDAs before the stated deadline and was later praised for the result.

\_\_\_\_\_ 2. Question: What was your most difficult job related decision in the last six months? What made it difficult?

Response: In my previous position, I felt obliged to tell my supervisor that one of my co-workers was not pulling their own weight. This troubled me for some time before I decided to do it but I felt it was necessary to maintain team morale.

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\_\_\_\_\_ 10. Question: Describe for us one or two of the biggest disappointments in your work history?

Response: There was this project when I first got to my last job to develop a new on-line test using the software from a startup company in California. The project was never fully resourced from the start and turned out to be a dismal failure. We had to start it over – twice with two different vendors.

**Total Score:** \_\_\_\_\_

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<u>Mr. John Edo</u>	<u>Coordinator, Curriculum Development</u>	<u>7/19/06</u>
Name	Title	Date

**\*Note: Additional Questions are Available from Employment Services**

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