

INTERVIEW CHECKLIST

Position Applying for: _____ Interviewed by: _____

Starting Date (If hired): _____

- Job responsibilities
- Work schedule
- Introductory period (90 days) 30-, 60- or 90-day reviews
- Pay periods (If hired, advise when they would receive first check, and the like.)
- Benefits
- Time clock
- Overtime
- Lunch/ Breaks
- Break rooms
- No smoking environment
- Dress code
- AT WILL NATURE OF EMPLOYMENT**
- _____

QUESTIONS

1. Do you have any Supervisory experience? Yes No
If yes, how many people? _____ # Of Years _____
2. Do you have personal computer (PC/MAC) experience? Yes No
3. How fast can you type? _____ Wpm
4. (5) Strengths _____ (2) Weaknesses _____

5. What one word describes you best? _____
6. Are you restricted to any hours that you can work? Yes No
7. Are there any special skills that you have? Yes No
Explain: _____
8. What did you like best about your previous job? _____ Least? _____
9. If I spoke to your previous employer, what would they say about you? _____

10. How would you rate yourself amongst co-workers all doing the same job (1 to 10, with 10 being the best)? _____
11. Do you consider yourself to be a fast learner? Yes No
12. What else would you like me to know about you? _____
