

DRAFT PRO FORMA

(Insert Organisation Name Here)

(Please change wording to suit your organisation)

Job Interview Questions

Questions

1. Can you tell me why you have applied for this position.
2. Can you explain to me what you believe the position on offer is and what your duties may be.
3. Can you tell me about the skills that you will bring to this position.
4. Can you tell me how you attained and developed the skills you have just described.
5. What are your short term (3 – 12 month) work goals.
6. Do you hold any AQF qualifications and can you provide evidence of these.
7. Can you give me references from managers/supervisors who can verify that you demonstrated these skills in previous positions. When was the last time you had contact with these people.

8. Are there any circumstances that would hinder you from getting to work on time and attending regularly

9. Do you have any health issues or other circumstances that may cause you to have time away from work

10. Technology levels: New Moderate Advanced
Packages able to use: Apple Microsoft Other

11. Do you have a current WA driver's licence?

12. If you were successful in applying for this position, when would you be able to start?

13. Do you have any questions?

Note: Questions should be allocated to particular members of the selection panel. The manager should take notes, and organise responses against selection criteria.