

## Template for Interview

Here are some suggestions for interview questions. The idea is that you choose questions relevant to the position you are hiring for the requirements you have posted in your advertisement for the open position.

The questions for the applicant are geared to initiate discussion open to the applicant and the applicant should not be able to answer with an easy "yes" or "no". What you want to accomplish during the interview is a conversation between you and the applicant. The applicants should be able to and different work tasks and situations he or she has handled in his professional life.

Be prepared for the applicant to ask questions about the job, the company and perhaps about you. Today, many people ask themselves "what's in it for me?"

Ask questions about the applicant's professional skills related to the assignment. Remember to ask the same questions to all applicants. In a competency-based interview, you don't ask questions about family life, interests or other personal information. The selection is made entirely on the applicant's competence for the position.

Here are some examples of questions you can use:

**Tell us about your current position:**

**Describe your journey from education to working life:**

**What made you interested in applying for this position?**

**What are your expectations if you should be offered the position?**

**Have you accomplished something you are proud of at your work?  
Can you describe the accomplishment?**

What was the work condition/situation? How did you proceed? Did you have any problems?  
How did you solve them?

**What motivates you in your work?**

What do you enjoy most about your job? Are there any downsides to your job?

**Flexibility:**

Have you had to go through any major changes in employment? How did you experience it?  
How did you deal with that?

**What do you think are your main personal qualities?**

Sometimes people find it difficult to answer this question and then you can instead.  
If I ask one of your friends or colleagues to describe you, what do you think they would say?  
How do you think your strengths will be used in this position?

**Stress resistance:**

What do you do when you have a lot to do? Are you planning?  
What stresses you out? How would we notice that you are stressed?  
Will you speak up when you are overwhelmed?

**Cooperation:**

Do you work well with other people?  
Do you enjoy working with others or do you prefer to work alone?  
Have you had any conflicts at work? What was your role in that conflict?  
How was the conflict resolved?

**Creative:**

In what situations can you come up with new solutions or ideas?  
Tell us about such a situation. Where did you get your idea from? How did it go?

**Finish:**

When you feel you are finishing the interview, round up and ask the applicant if they have any question. You can ask what the applicant's salary requirements are but wait with the salary negotiations until you have made your final decision and are providing the applicant with an offer letter.

Describe the next steps in the process, including the timeline when you will be making decisions. And point out, you will be checking references prior to any final decision.

**Hint!**

On the internet, there are many pages with more interview questions that you can be inspired by and use.