

***A selection of good open/probing questions – page 1:***

**Previous jobs**

- What did you do in a typical day?
- Tell me about the working environment
- How did your job change over that period?
- What did you see as your most important task? How was performance measured?
- Were you always able to meet your objectives.... Why not?
- Were you appraised? .... What did the appraisals tell you about yourself?
- Which company / job have you most enjoyed? ..... Why?

**Likely commitment**

- What sort of hours did you tend to work at your last job <we want flexibility not inefficiency!>
- How much have you been away from home in previous jobs?
- What will the pros/cons of unsocial hours be for you?
- Occasionally we might have to ask you to stay on late or come in at a weekend – would this present any problems for you?

**Important background questions**

- What is your current pay? Explain the package on offer, including all conditions, and ask “How do you feel about this?”
- Do you have any special needs which affect your work? Is there anything that could come up at a company medical which we would need to know about?

**Aims**

- What do you most want to get from your next job?
- What are your long term ambitions?

**“Curve balls”**

- What three things will we read in your references?
- What do you least like doing?
- How would your friends describe you?

**“The rule of three”**

- What did you do?
- What was the result?
- What did you learn?

**Real reasons for leaving previous jobs**

- What did you enjoy least about the previous job?
- With hindsight, do you think there was anything you could have done to have improved the situation?
- What are you hoping to get from this job that you didn’t get from the last job?

**Team player**

- Ask about leisure / social activities
- Did you socialise with colleagues in last job?
- Teams led / difficulties overcome

**Criticisers of past employers**

***Continued...***