



The purpose of this questionnaire is for me to get to know you on a personal and professional level. The information contained in this questionnaire will also be helpful as you begin interviewing for jobs.

Carefully consider the following questions. Be prepared to discuss them at length. Remember these questions will serve best when answered as completely and honestly as possible.

*NOTE: This questionnaire is confidential and will NOT be shared with anyone outside of our conversation. It is for the sole purpose of getting to know you better and will in NO way influence my decision to work with you.*

### Identifying Your Accomplishments:

1. Think of instances where you used your skills to:
  - Solve a problem
  - Create or build something
  - Develop an idea
  - Demonstrate leadership
  - Follow instructions and realize a goal
  - Identify and satisfy a need
  - Contribute to a decision or change
  - Reduce costs, save time, increase profits
  
2. Look for accomplishments that: (Choose two or three to respond to)
  - Increased performance
  - Decreased costs
  - Reduced time
  - Increased efficiency
  - Provided better controls
  - Improved reliability
  - Improved working conditions

### Crucial Considerations and Questions:

1. Tell me about you, how would you describe yourself?
  - a. Describe yourself briefly with an overview of your professional capabilities
  - b. Expand on several accomplishments
2. Acknowledge a limitation you have and how you have overcome it
3. Describe what you think the ideal job, for you, would be.
  - a. There should be no limitation or lack of using your imagination
  - b. Do not concern yourself with “I couldn’t make money at this”
4. Why have you left past positions?
5. Have you been fired? Why?
6. Have you been bored on the job? Why?
7. Tell me about what you want to avoid in your next career move?



8. Tell me about the position you most enjoyed.
9. Tell me about the position you least enjoyed.
10. Tell me about your favorite and least favorite supervisors.
11. Give me specifics regarding, each of the above mentioned, management styles.
12. If appropriate, how do you compare your management style to each of those listed
13. Are you willing to travel for work? If so:
  - a. how often
  - b. how long
  - c. how far
14. Do you work well under pressure?
15. How do you handle overtime?
16. When under pressure what is your “mode of operation”? (For example: stressed, nose-to-the-grindstone, ultra-organized, frazzled)
17. Tell me about your biggest failure.
18. How do you spend your free time?
19. What was the last book you read?
  - a. Why did you read it? (For example: for pleasure, school)
  - b. List you top 5 “most helpful” books
20. Tell me about your greatest professional, career-related disappointment?
  - a. Whom did it involve?
  - b. What prompted the event?
  - c. What was the lesson?
21. What has been your greatest lesson in life?
22. What is the best piece of advice you could give another person?
23. What makes you happy?
24. What makes you sad?
25. What makes you angry?
26. Do you have reliable transportation to get to job interviews and work?
27. Expand on your three greatest career strengths.
28. Provide three professional references:
29. Provide three personal references:
30. What would you like to share, that I have not asked?