

FACT FINDING

What is the name of your previous company, position title and description, dates of employment?

CHANCE!



You are doing great!
Move to the end of the
“Fact Finding” phase.

CHANCE!



You are fidgeting way too much!
Go back to the “th” square in
the “Building Rapport” phase.

What were your expectations for your previous job and to what extent were they met?

What major challenges and problems did you face in your previous job?
How did you handle them?

What did you like or dislike about
your previous job?

What was the biggest accomplishment / failure in a previous position?

Who was your best boss and
who was the worst?

What were your starting and final levels of compensation?

What do you expect from
a supervisor?

What have you been doing
since you graduated
from college?

What experience do you
have in this field?

What have you done to improve your knowledge regarding this field in the last year?

Do you prefer working alone
or as a part of a team?

Have you ever been asked
to leave a position?

What parts of your education
do you see as relevant
to this position?

Can you give me five words
that best describe you?

Describe your work ethic.

Describe how you would
manage a team.

What motivates you to do your best on the job?

What was your favorite subject
in school and why?

Describe a situation in which you had to work with a difficult person. How did you handle the situation? Is there anything you would have done differently now?

Describe a situation in which you made a mistake and the steps you took to correct that mistake.

In what ways have your college experiences prepared you for a career?

In what kind of work environment
are you most comfortable?

Do you consider yourself
a leader? Why?

Which is more important:
creativity or efficiency? Why?