

Initial Face-to-Face Interview General Questions

The primary purpose of this interview is to uncover additional general information about the candidate. This form contains standard interview questions which are easy for the candidate to answer and provide you with insights into who the candidate is, where he worked, where he's been and where he wants to go. This step of the interview process takes between 20-30 minutes.

Note: If there are any issues from the Sales Temperament Assessment that you want to explore with the candidate, bring them up at this time (see page nine for examples).

Instructions:

1. Questions may be asked in any order. Under each question, in italics, is the reason you're asking the question and/or what to watch for in the answer.
2. Rate how you *feel* about the candidate's responses by circling the appropriate number on the form.
3. Use the space below each question to make short notes. Only make detailed notes if it is important that you remember something.
4. Keep the interview moving along by glancing at the next question as you rate the response to the current one.
5. If a response warrants further exploration, ask the appropriate question. For example, if you get a *yes* response to the question, "Have you ever felt that you've been treated unfairly by an employer?", you might then ask, "Would you mind telling me about it?"
6. At the end of the interview, calculate the candidate's score by adding up the numbers you circled. The maximum attainable score is 85. We consider a pass to be 51 (60%) or more.

We recommend that you do not proceed with a second face-to-face interview, unless the candidate scores at least 60%.

We suggest that you conduct the initial face-to-face interview with all of your potential candidates before moving forward with anyone. Once all of your candidates have completed the first round of face-to-face interviews, you can review the overall results and determine who you want to continue with. You may find that none of the candidates are worth a second look. On the other hand, if you don't have a large number of candidates and they all look reasonable, you may bring them all back for another interview.



Initial Face-to-Face Interview – General Questions

Candidate: _____ Date: _____

Interviewed by: _____

	UNSATISFACTORY					
	POOR	FAIR	SATISFACTORY	GOOD	EXCELLENT	
0	1	2	3	4	5	

Why do you think you'd like to work for our company?

*Does the applicant know anything about our organization?
Was he/she interested enough to find out something about us before applying?*

0 1 2 3 4 5

What types of positions have you held in the past?

Has he/she done similar types of jobs? What training may be required?

0 1 2 3 4 5

What types of things have you sold in the past?

Any similarity to our product/service? What product training is necessary?

0 1 2 3 4 5

Why did you leave your last position?

Do the same circumstances exist here?

0 1 2 3 4 5

What did you like best about your last position?

Will he/she be doing the same things with our company?

0 1 2 3 4 5

What did you like least about your last position?

*Will he/she be required to do the same things with our company?
Are the dislikes reasonable? Unreasonable?*

0 1 2 3 4 5

What do you consider to be your strengths?

Are they usable strengths? Does the applicant know him/herself well?

0 1 2 3 4 5

What things about yourself would you like to improve or do better?

*Will the weaknesses hamper this person on the job?
Does the applicant know him/herself well?*

0 1 2 3 4 5

Have you ever felt that you've been treated unfairly by an employer?

*If yes, investigate closely. Is the applicant being reasonable?
Is this person a potential troublemaker?*

0 1 2 3 4 5



UNSATISFACTORY
 POOR
 FAIR
 SATISFACTORY
 GOOD
 EXCELLENT

What sales training have you taken?

*If none, how serious is he/she about a sales career.
 If yes, was it company sponsored or did the applicant pay for it?*

0 1 2 3 4 5

What do you feel would be good methods of finding prospects for our type of product/service?

*Does the applicant know our market? Does he/she exhibit some creativity?
 Does the applicant already have some prospects?*

0 1 2 3 4 5

Does it bother you when people outperform you?

Does this person exhibit any ego drive and competitiveness?

0 1 2 3 4 5

What types of books do you enjoy?

*Is the applicant well rounded?
 Does he/she read career-related publications? Any sales or motivational books?*

0 1 2 3 4 5

What's the worst day you've ever had in your selling career? How did you deal with it?

How quickly does the applicant think under pressure? Was the situation handled in a reasonable manner? Did he/she salvage a bad situation or make it worse?

0 1 2 3 4 5

What is the one thing you'd like most in your next job, apart from compensation or challenge?

Is this person really interested in this position, or is he/she simply waiting until their dream position comes along? Is the applicant being unrealistic?

0 1 2 3 4 5

What sort of thing would you like to be doing in 5 years?

*Is the applicant realistic? Does he/she show a reasonable amount of ambition?
 Is this person being honest, or just saying what he/she thinks I want to hear?*

0 1 2 3 4 5

What are your income requirements or expectations?

*Are the applicant's expectations reasonable and attainable?
 Did the applicant try to avoid answering? Were they coy?*

0 1 2 3 4 5

Score = _____ or _____% (score ÷ 85 x 100 = %)
Maximum score is 85. Minimum acceptable score is 51 (60%).