



Preferred Power Management – Interview Guide 2

Candidate Name: _____ Store: _____ Date: _____

Interview Guide for Interview Two: 34 Questions – interviewer may ask all of the questions or questions from a specific section of the guide.

PERSONAL MOTIVATION AND TRAITS

Tell me about your current work, what is a typical day like for you?

What do you find most frustrating at work?

Tell me about a project that got you really excited?

How do you define doing a good job?

What makes a job enjoyable for you?

Under what conditions do you work best?

Tell me about a work task you enjoy and why you enjoy that task.

Rank the following in order of importance most to least. Use a scale from 1 to 4 with 1 being the most and 4 being the least.

- _____ Recognition
- _____ Advancement
- _____ Money
- _____ Quality of life

Please explain your ratings, tell me what each means to you?

GOALS

Tell me what "success" means to you.

What does "failure" mean to you?

Do you consider yourself successful?

Who is the most successful person at your present company? Why?

Do you set goals for yourself?

How do you go about setting goals?

What do you want to be doing in 5 years?

COMMUNICATION

Tell me about a work situation you had that required excellent communication skills.

FLEXIBILITY

Have you ever had a situation where you had to get “forgiveness instead of permission?” Tell me about it.

Tell me about a time when a work emergency caused you to reschedule your work/projects.

In what areas do you typically have the least amount of patience at work?

STRESS

Tell me about the fastest paced environment in which you have worked, what was that like?

What kinds of decisions are most difficult for you?

What is the most difficult work situation you have faced?

What do you do when you're having trouble with your job?

Tell me about a specific time that you had a great deal of work to accomplish in a short period of time at work. How did you prioritize what needed to be done.

MANAGEABILITY

Can you tell me about a time when you had trouble with a boss?

What do you feel an employer owes an employee?

Would you like to have your boss's job? Why or why not?

Tell me about a time when your manager was in a rush and didn't give you enough attention.

What are some of the things about which you and your boss disagree?

In what areas could your boss have done a better job?

I would be interested to hear about an occasion when your work or an idea was criticized, what was criticized, who criticized you, and how did you handle it?

Describe the best manager you ever had. The worst. What qualities did each of them have?

When you have had performance appraisals in the past, what kinds of things have you been told you need to work on improving?

ANSWER ANY QUESTIONS THAT THE APPLICANT MAY HAVE.

Have Applicant write a sample thank you note. A client, Tom Jackson, purchases a diamond bracelet for his 15th anniversary. The anniversary is on a cruise to Paradise Island in the Bahamas. It is a surprise for his wife Debbie. Tom also likes a pair of earrings that he saw, but did not buy them on this trip to the store.

Attach the thank you note to the interview guide and add to the candidate packet.