

ROYALE CARE, INC.

PRE-EMPLOYMENT INTERVIEW

Name of Applicant: _____

Title: _____

Address: _____

Date: _____

1. OBSERVATION

- Was the applicant on time?
- Was the applicant prepared and well organized
- Dressed appropriately (business suit, clean and polished shoes, etc.) Appears professional and serious about the position.
- Knew how to download directions and not get lost. (Mapquest, etc.)
- Called if having a problem with traffic, etc. to say would be delayed
- Allowed plenty of time to get there considering time of day and traffic delays
- Came to the interview alone
- Interview items brought to the interview
 - Several copies of resume
 - A list of references
 - Letters of recommendation
 - Social Security Card, driver's license and professional license (if applicable)
 - A good pen and small notebook to take notes

2. THE MOST COMMON QUESTIONS ASKED BY EMPLOYERS –(It is recommended that the employer highlight the questions to ask that are most applicable to the position being offered)

1. Tell me about yourself: _____
2. Why should we hire you? : _____
3. What did you dislike most about your previous boss/supervisor? : _____
4. What do you know about our company? (Did the applicant do his/her homework to learn about your company?): _____
5. Why do you want to work here? : _____
6. What are your short and long-range professional goals? (Looking to see if the applicant intends to stay a while): _____
7. Why are you changing jobs? : _____
8. What do you look for in an ideal job? : _____
9. Are you looking for a permanent or temporary job? : _____

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10. What two or three things are most important to you in your work? : _____

11. Describe your self-motivation and organizational skills: _____

12. How do you work in a group? : _____
13. What did you like about your previous job? : _____
14. How do you work under stress, pressure, and deadlines? : _____

15. What work do you enjoy the most? Least? : _____
16. What are your strengths? Weaknesses? : _____
17. Name three major accomplishments in your most recent job: _____

18. What qualifications do you have for this job? : _____
19. How would you evaluate your performance in your most recent job? : _____
20. What have you learned from your past experiences? : _____
21. How do you think your education has prepared you for this job? : _____
22. Are you more comfortable working by yourself or with others? : _____
23. Tell me about a problem you have solved in your most recent position: _____

24. Have you had experience as a supervisor? In what capacity? : _____

25. What has influenced your career decisions? : _____

26. Do you object to occasional overtime? Travel? On call coverage? : _____
27. What interests you about this type of work? : _____
28. Have you had any experience in this line of work? : _____

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29. Tell me about someone you admire: _____

30. When you were in school, what courses did you like best? Least? : _____

31. Give me three adjectives that describe you: _____
32. How would your supervisor describe you? : _____
33. What do you like to do in your spare time? : _____
34. What would you do if a client who is dissatisfied started shouting at you about care or services?: _____
35. What types of books have you read lately? : _____
36. Have you taken any classes recently? Attended workshops/seminars? : _____
37. Define success: _____
38. Would you be willing to relocate? : _____
39. Give me a specific example of something you've done that shows initiative: _____

40. What person has had the greatest influence on you? : _____
41. Tell me about your past attendance record. What do you consider an acceptable attendance record? : _____
42. Describe a good supervisor: _____
43. What did you earn on previous jobs? : _____
44. What can you tell me about your current job? : _____
45. Why do you want to start working again? : _____
46. What do you see yourself doing in five years? : _____
47. What community activities have you been involved in? : _____
48. Is there anything else I should know? : _____
49. What salary do you expect? : _____

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50. What questions do you have for me? (it is good if the applicant has some pertinent questions that shows interest and demonstrates willingness to learn about the company): _____

Signature of Applicant: _____ Date: _____

Name of Interviewer Title Signature Date

Administrator Signature Date