

METALS INDUSTRY EMPLOYMENT INTERVIEW FORM

PAST EMPLOYMENT:

- DESCRIBE YOUR DUTIES IN YOUR LAST POSITION
- WHAT DID YOU LIKE MOST, AND WHY?
- WHAT DID YOU LIKE LEAST, AND WHY?
- DESCRIBE YOUR IMMEDIATE SUPERIOR
- WHAT DID YOU LIKE BEST ABOUT THEIR STYLE?
- WHAT DID YOU LIKE LEAST?
- WHY ARE YOU LEAVING?
- WHAT COULD THEY HAVE DONE TO KEEP YOU FROM LEAVING?
- WOULD YOU CONSIDER GOING BACK IF THEY CHANGED THE THINGS YOU DIDN'T LIKE?
- TELL ME ABOUT A DISAGREEMENT YOU HAD WITH A PREVIOUS BOSS AND HOW YOU RESOLVED IT.

CURRENT APPLICATION:

- WHAT PROMPTED YOU TO VOLUNTEER FOR THIS INTERVIEW?
- WHAT DO YOU KNOW ABOUT OUR COMPANY?
- WHAT DO YOU KNOW ABOUT THE METALS DISTRIBUTION BUSINESS?
- WHAT WOULD BE THE IDEAL POSITION FOR YOU IF YOU COULD CREATE YOUR OWN JOB DESCRIPTION?
- WHERE DO YOU WANT TO BE IN 3 YEARS?
 - 6 YEARS?
 - 10 YEARS?

PERSONAL BACKGROUND:

- WHAT HOBBIES DO YOU HAVE?

- DO YOU HAVE A COMPUTER AT HOME?
 - HOW DO YOU USE IT?
- DO YOU PARTICIPATE IN SPORTS?
 - WHICH ONES?
 - WHAT DO YOU GET OUT OF DOING _____?
- WHAT ELSE DO YOU DO IN YOUR SPARE TIME?
- IF YOU HAD MORE TIME, AND MONEY, WHAT WOULD YOU DO IN YOUR SPARE TIME?
- AS AN EMPLOYEE, WHAT DO YOU THINK ARE YOUR GREATEST STRENGTHS?
- AS AN EMPLOYEE, IN WHAT AREAS COULD YOU DEVELOP MORE?
- WHAT WOULD BE A REALLY IMPORTANT TRAIT YOU'D LIKE TO SEE IN YOUR NEXT SUPERVISOR?
- IN WHAT AREA COULD MOST SUPERVISORS IMPROVE?

LEADERSHIP:

- WHAT DID YOU DO IN SCHOOL BESIDES GOING TO CLASSES?
- WHAT GROUPS DID YOU BELONG TO, OR DO YOU CURRENTLY BELONG TO?
 - WHY?
 - WHAT ROLE DID YOU (DO YOU) PLAY IN THAT ORGANIZATION?
- IN COLLEGE WHAT SUBJECT DID YOU ENJOY MOST, AND WHY?
- IN COLLEGE WHAT SUBJECT DID YOU LIKE LEAST, AND WHY?
- IF YOU WERE A _____ (JOB APPLIED FOR) _____ FOR OUR COMPANY, WHAT WOULD YOU DO IF (USE A MINIMUM OF 5 SPECIFIC JOB RELATED PROBLEMS, CIRCUMSTANCES THAT APPLICANT WILL ENCOUNTER ...)

- _____
- _____
- _____
- _____
- _____

CONCLUSION:

- WHY SHOULD WE HIRE YOU?
- WHAT ARE YOUR GREATEST CONCERNS ABOUT WORKING WITH OTHER PEOPLE IF YOU WERE TO JOIN OUR COMPANY?
- WHAT WOULD CAUSE YOU TO LEAVE YOUR NEXT JOB?
- WHAT THINGS IN BUSINESS BORE YOU?
- IF I BECAME YOUR BOSS, WHAT WOULD BE THE MOST IMPORTANT THING FOR ME TO SAY OR DO TO SUPPORT YOU?
- IF HIRED, WHEN YOU LOOKED BACK ON YOUR FIRST THREE YEARS WITH US, HOW DO YOU THINK YOUR PEERS WOULD DESCRIBE YOU?

POST INTERVIEW QUESTIONS INTERVIEWER SHOULD ASK THEMSELVES:

- WAS APPLICANT PROMPT?
- DID APPLICANT TAKE NOTES?
- HOW DID I RATE THE APPLICANT'S APPEARANCE?
- DID THE APPLICANT SHOW ENTHUSIASM?
- WAS APPLICANT PREPARED?
- DID THEY ASK MEANINGFUL QUESTIONS IN A MEANINGFUL SEQUENCE?
- WERE THERE QUESTIONS THAT CAUSED THE APPLICANT TO PAUSE UNNECESSARILY?
- ARE THEY LOOKING FOR A JOB, OR A CAREER?

- IF YOU HAD TO WORK WITH THIS PERSON, WOULD YOU LOOK FORWARD TO BEING WITH THEM ON A DAILY BASIS?
- DOES THIS PERSON SHOW A SINCERE INTEREST IN OUR COMPANY?
- HOW MANY TIMES DURING THE INTERVIEW DID THE PERSON SMILE?
- DID THEY APPEAR NERVOUS OR CONFIDENT DURING THE INTERVIEW?
- WAS I COMPLETELY FAIR TO THIS PERSON DURING MY INTERVIEW SEGMENT?
- WHAT OTHER QUESTIONS SHOULD I AS THE INTERVIEWER BE ASKING MYSELF AT THIS POINT?

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