



Interview Questions to help you in Acing the **Hiring Process**



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Have you ever hired someone who, despite a great resume and interview, lacked passion or just couldn't do the work? You probably had great expectations, but they were never even near being met. Are you tired of recruiting process again and again?

It's all about having the right person in the right job. With this guide to your interview questions, you may not have such a hard time finding your next great employee. This interview guide is a cheat sheet, which covers core questions to assess any candidate in various fields of business, marketing, sales, behavior, teamwork, leadership, communication, etc.

After all, your company can grow only if you are standing the on pillars of a strong team.

Use this guide and know someone in and out before they join your team.



Candidate Name : _____

Role Interviewing For : _____

Score them (from 1 to 10)

Appearance - ____ / 10

Manners - ____ / 10

Confidence - ____ / 10

Curiosity - ____ / 10

Motivation - ____ / 10

Communication - ____ / 10

Understanding the role - ____ / 10



Time Management

1. Tell me about a time when you had to juggle several projects at once. How did you organize your time? What was the result?

Notes:

Score:

2. Tell me about a project you planned. How did you organize and schedule the tasks?

Notes:

Score:

3. Describe a time when you felt stressed or overwhelmed. How did you handle it?

Notes:

Score:

4. Give an example of a time when you delegated an important task successfully.

Notes:

Score:

5. How do you determine what amount of time is reasonable for a task?

Notes:

Score:

6. There is a phrase that says, "Let's not let perfect kill good." What does this statement mean to you? Do you have an example of when you applied this principle in the past?

Notes:

Score:

7. Tell me about a time when you simplified a process or streamlined operations at work?

Notes:

Score:



Sales

1. Are you comfortable with making cold calls? What do you feel about it in general?

Notes:

Score:

2. Customers are sometimes very difficult, rude, and sometimes even abusive – how do you handle them?

Notes:

Score:

3. Imagine you were attending an event on the company's behalf. What would you do to generate leads or sales?

Notes:

Score:

4. How would you reply to a potential customer who claims that our competitors offer better prices?

Notes:

Score:

5. Have you ever asked a potential client why they did not purchase from you? What were you about to learn from that approach?

Notes:

Score:



Team Management

1. What's your preferred way of working on a group project: each member works on an assigned task independently or the entire team meets and works together? Why?

Notes:

Score:

2. How would you define a team player? And how should they resolve differences of opinion?

Notes:

Score:

3. How do you handle your mistakes in the workplace?

Notes:

Score:

4. When was the last time you had to deal with an underperforming team member, and how did you handle it?

Notes:

Score:

5. What would you say about the current team you are working with?

Notes:

Score:



Communication Skills

1. What would you do if your boss asked you to do something that you disagreed with?

Notes:

Score:

2. Describe a moment where you had to resolve a conflict in a work environment. How did you approach it?

Notes:

Score:

3. Do you think a positive attitude helps, especially while working in a team, dealing with clients, or marketing anything?

Notes:

Score:

4. How do you make sure that your emails are error-free?

Notes:

Score:

5. Which do you prefer: written communication or verbal communication? Why?

Notes:

Score:



Leadership

1. What do you think are important qualities of a leader? Or what do you think makes a good leader?

Notes:

Score:

2. Give us an example where you were able to show your leadership skills, and how was the response of your team and management?

Notes:

Score:

3. In any organization, at a single time there are a lot of things running parallel to each other. How do you make sure projects and tasks stay on schedule?

Notes:

Score:

4. How important is goal setting? How do goals help you become a better leader?

Notes:

Score:

5. Sometimes, two or more of your team members don't get along. How would you handle such a situation?

Notes:

Score:



Growth Mindset

1. Tell me about a time you received constructive criticism from your boss.

Notes:

Score:

2. What inspires you to stay motivated? Is there any person you get inspired by – why?

Notes:

Score:

3. How do you handle negative feedback from your employer?

Notes:

Score:

4. What is your vision for your role on this team and your contribution to the company?

Notes:

Score:

5. If you never had to worry about money, how would you spend your life?

Notes:

Score:



Cultural Fit

1. Describe the type of work environment in which you are most productive.

Notes:

Score:

2. How do you prefer to get feedback from your manager: through formal performance reviews or daily/weekly meetings? Why?

Notes:

Score:

3. What would make you quit a job in the first month?

Notes:

Score:

4. How important is the workplace culture for you? What do you expect this place's work environment would be like?

Notes:

Score:

5. How would you change an institutional "this is how we always do it" attitude, if you felt there was a better approach?

Notes:

Score:



Behavioral Mindset

1. At times your workload may feel unmanageable. Describe a time when you recognized that you were unable to meet multiple deadlines. What did you do about it?

Notes:

Score:

2. Everyone has good days and bad days at work. Take your time and think back to a really good day you had and tell me why it was a good day.

Notes:

Score:

3. What is your preferred work style? Do you prefer working alone or as part of a team? What percentage of your time would you allocate to each, given the choice?

Notes:

Score:

4. Describe a time you felt stressed out by work. How did you manage it?

Notes:

Score:

5. If I called your current boss, what would they say about you?

Notes:

Score:

Final Notes on Candidate : _____

Interviewee : _____

Date : _____

Time : _____