

# KNOWLEDGE WORKER INTERVIEW QUESTIONNAIRE

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1. Do you own a personal computer and, if so, what kind? \_\_\_\_\_

What software do you know how to operate? \_\_\_\_\_

2. Do you see yourself as a good candidate for the position described to you? Why or why not?

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\_\_\_\_\_

3. How can you benefit our company?

\_\_\_\_\_

\_\_\_\_\_

4. Can you describe a time where you had to solve a problem on your own?

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\_\_\_\_\_

7. What efforts have you made at "networking" to advance your career? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. What kind of activities do you engage in on a regular basis? \_\_\_\_\_

9. Where do you see your profession going in the next five to ten years? \_\_\_\_\_

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10. Do you come up with new ideas for how to do every day tasks? Can you describe?

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11. What would you do to stay on top of your schedule? \_\_\_\_\_

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12. What are the most important things to you about any job? Is it the pay, the opportunities, feelings of self-worth, fellow employees, location, benefits, etc.? \_\_\_\_\_

\_\_\_\_\_

13. What efforts do you make to keep yourself healthy? Do you exercise, eat a proper diet, refrain from smoking, take nutritional supplements, meditate, etc.? \_\_\_\_\_  
\_\_\_\_\_
14. Who do you consider to be your professional role model? Why do you consider this person to be so special? How can you improve on that person's contributions? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
15. When it comes to getting paid, are you the type of person that is more interested in a steady paycheck with good benefits or would you rather work for a company where there may be greater risk but yet greater rewards in terms of both pay and job satisfaction? Please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
16. What type of incentive programs have you found to work best? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
17. Tell me about the most critical job project you ever worked on? \_\_\_\_\_  
\_\_\_\_\_
18. Please explain the best work experience you had in the past five years? \_\_\_\_\_  
\_\_\_\_\_
19. Please explain the worst work experience you had in the past five years? \_\_\_\_\_  
\_\_\_\_\_
20. What do you know about our company? What are our primary products and services? What do you perceive our strengths and weaknesses to be? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
21. Do you have any potential conflicts of interest?  
\_\_\_\_\_  
\_\_\_\_\_
22. Have you signed any trade secret, non-compete or non-disclosure agreements?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
If so, do you have a copy? Yes \_\_\_\_\_ No \_\_\_\_\_
23. Would you be willing to submit to a pre-hire drug test? Yes \_\_\_\_\_ No \_\_\_\_\_

24. Would you be willing to undergo a series of training and possible tests to help us determine whether or not your skills fit our needs and if your overall personality and outlook is a match for our company?

Yes \_\_\_\_\_ No \_\_\_\_\_

25. What do you think are the greatest strengths and values that you can bring to this company? Is it your knowledge of this industry, your ability to get along with people, dedication and loyalty, or is it something else? \_\_\_\_\_

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26. If hired, where would you like to see yourself within this company in the next three to five years?

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27. Have you placed your professional goals in writing? Yes \_\_\_\_\_ No \_\_\_\_\_

28. What are they? \_\_\_\_\_

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29. What is your opinion about the followings and why?

the issue of trust in the workplace \_\_\_\_\_

the power of having a corporate vision \_\_\_\_\_

the issues of loyalty and commitment \_\_\_\_\_

taking risks in the workplace \_\_\_\_\_

working with little supervision \_\_\_\_\_

change in the workplace \_\_\_\_\_

terminating poor performers \_\_\_\_\_

being acknowledged for good performance \_\_\_\_\_

30. Is there anything else you would like to know or share? \_\_\_\_\_

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Notes: \_\_\_\_\_

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