

Hiring Questions and Checklist

PERSONAL QUESTIONS FOR CANDIDATE:

QUESTIONS	SCALE	COMMENTS
<p>Tell me about yourself.</p> <ul style="list-style-type: none"> • Accomplishments <input type="checkbox"/> Created something <input type="checkbox"/> Saved money <input type="checkbox"/> Problem solved a specific situation • Strengths <input type="checkbox"/> Punctual <input type="checkbox"/> Dependable <input type="checkbox"/> Knowledgeable 	<ul style="list-style-type: none"> <input type="checkbox"/> Has Experience <input type="checkbox"/> Skills match the job <input type="checkbox"/> Has related training /schooling 	
<p>What do you want to be doing 5 years from now?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Apprenticeship <input type="checkbox"/> Management <input type="checkbox"/> Self-Employed <input type="checkbox"/> Other _____ 	
<p>What skills do you need most to acquire/develop to advance your career?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Apprenticeship <input type="checkbox"/> College Diploma <input type="checkbox"/> High School Diploma <input type="checkbox"/> Math <input type="checkbox"/> Industry Related 	

EMPLOYER SPECIFIC QUESTIONS:

QUESTIONS	SCALE	COMMENTS
<p>What interests you most about our company?</p>	<p><input type="checkbox"/> Apprenticeship Opportunity</p> <p><input type="checkbox"/> Future Management Opportunity</p> <p><input type="checkbox"/> Financial Reimbursement</p> <p><input type="checkbox"/> Other _____</p>	
<p>What have you heard about our Company that you don't like?</p>		
<p>Who do you think are our 2-3 major competitors?</p>		
<p>What do you feel an employer owes an employee?</p>	<p><input type="checkbox"/> Money</p> <p><input type="checkbox"/> Opportunity to advance</p> <p><input type="checkbox"/> Steady work</p>	

WORKING WITH OTHERS AND ORAL COMMUNICATION:

QUESTIONS	SCALE	COMMENTS
Tell me about the best and worst boss you ever had.	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Jerk <input type="checkbox"/> Communication Issues <input type="checkbox"/> Misunderstandings <input type="checkbox"/> Bad Manager	
Looking back is there anything you could have done to improve the relationship?	<input type="checkbox"/> Talked to the boss about it <input type="checkbox"/> Left the job sooner <input type="checkbox"/> Asked for help of co-worker <input type="checkbox"/> Asked for advice <input type="checkbox"/> Be more co-operative	
Have you managed people in any of the positions that you have held?	<input type="checkbox"/> No <input type="checkbox"/> Yes Number of people _____	
What types of people do you have trouble getting along with?	<input type="checkbox"/> Managers <input type="checkbox"/> Bosses <input type="checkbox"/> Men <input type="checkbox"/> Women <input type="checkbox"/> Older people <input type="checkbox"/> Younger People	
How do you generally handle conflict?	<input type="checkbox"/> Avoid it <input type="checkbox"/> Confront it <input type="checkbox"/> Go to someone privately <input type="checkbox"/> Yell	
If you had a disagreement with a coworker, how would you resolve it?	<input type="checkbox"/> Avoid it <input type="checkbox"/> Confront it <input type="checkbox"/> Go to someone privately <input type="checkbox"/> Yell	

CRITICAL THINKING:

QUESTIONS	SCALE	COMMENTS
<p>Provide an example that demonstrates your thinking skills:</p> <ul style="list-style-type: none"> • What was the problem or situation? • What factors were involved? • How did you decide what to do? 		

QUESTIONS	SCALE	COMMENTS
<p>If you were at one location and your boss called to tell you the address of your next job and you didn't know where that was, what would you do?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Ask <input type="checkbox"/> Look at a map <input type="checkbox"/> Call a friend <input type="checkbox"/> Go back to the office to ask 	
<p>If you were at a job and you had been given instructions on what to do the client came out and told you the opposite instructions, what would you do?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Call the office to check in about revised instructions <input type="checkbox"/> Do what the client asks <input type="checkbox"/> Don't do anything 	
<p>If you were at a work location and you discovered that you do not have the tools you need to do the job, what would you do?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Wrap up work for the day, start again tomorrow <input type="checkbox"/> Call the office for instruction <input type="checkbox"/> Go and get the tools you need 	

DOCUMENT USE:

QUESTIONS	SCALE	COMMENTS
Describe your experience in using WHMIS labels and MSDS Sheets	<input type="checkbox"/> None <input type="checkbox"/> Some <input type="checkbox"/> Lots	
Describe your experience in using Industry Forms/Charts for Calculating project materials	<input type="checkbox"/> None <input type="checkbox"/> Some <input type="checkbox"/> Lots	
Describe your experience in using maps and your ability to find work locations.	<input type="checkbox"/> None <input type="checkbox"/> Some <input type="checkbox"/> Lots	
Describe Your Experience in using vehicle inspection sheets/Driving Record	<input type="checkbox"/> None <input type="checkbox"/> Some <input type="checkbox"/> Lots	

OVERALL IMPRESSION:

Candidate was on time:	<input type="checkbox"/> YES <input type="checkbox"/> NO	Body language appropriate:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Answered questions were relevant and appropriate:	<input type="checkbox"/> YES <input type="checkbox"/> NO	Candidate maintained eye contact:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Candidate was nervous:	<input type="checkbox"/> YES <input type="checkbox"/> NO	Overall, Candidate was positive:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Candidate showed interest and enthusiasm:	<input type="checkbox"/> YES <input type="checkbox"/> NO	?????	<input type="checkbox"/> YES <input type="checkbox"/> NO
Candidate shook hands:	<input type="checkbox"/> YES <input type="checkbox"/> NO	?????	<input type="checkbox"/> YES <input type="checkbox"/> NO