



Checklist:

3 Key Questions For Job Interviews



Let's say you want to assess if your candidate is a fit to your company. You want to learn if he or she has a certain skill or strenght.

Then ask about a specific situation in which the candidate showed this skill or strength and ask her to talk about her behavior in this situation and about the consequences.

Do this in a structured way by asking the following 3 key questions.

I promise:

When using this technique you will learn more about your candidate than with any other questions.



1. What

In what situation was the skill or the strength shown?

Example: "Being innovative":

***"In the past 12 months at your job, when have you been innovative?
Can you give me a specific example?"***

2. How.

How did the person proceed in this situation?

Example:

***"How exactly did you try to solve the problem with your customer?
What approach did you use?"***

3. Result.

What consequences did your behavior have?

Example:

"Looking back now, what was the result of your behavior?"

Follow-up questions:

1. "What did your boss, colleagues or customers think about the result. How did they react?"

2. "What grade would you give yourself for your approach?"

Very few people give themselves the best grade.

That's why you can usually proceed with this question:

3. "What would have to happen next time for you to give yourself the best grade?"

4. "What was the biggest lesson you learned from.....?"