

THE INTRODUCTION (reciprocal)

PREPARATORY QUESTIONS

Oftentimes, the initial interviews will go differently than one anticipated. Particularly for specialised and management personnel who don't go through job interviews each year, who perhaps have never even done "something like this". Here is a list of questions which may become relevant during an interview. The basis for this list is practical experience which shows that the job applicant makes a better impression upon the interviewer if he passively participates in the interview by speaking in a careful, precise and relaxed manner. The requirement for being able to participate confidently during an interview is solid comprehensive preparation. It is beneficial to concretely practice answering the following groups of questions on one's own or with a friend in order to be well-prepared. Naturally, all conceivable questions won't be listed here, but rather merely those which, based upon practical experience, are likely to be asked during an interview.

EXAMPLES OF TRICKY QUESTIONS

1. What do you know about our company?
2. Why do you want to work for our company?
3. What could you accomplish for us?
4. What is your focus when you hold a job position?
5. Please give us your definition of ... (the job position for which you are applying).
6. In your opinion, how long will you need in order to be able to work productively for our company?
7. How long do you intend to work for our company?

8. Don't you feel a little too old/too young for this job position?
9. You may be too highly-qualified or too experienced for the job position which we are offering.
10. What is your management philosophy?
11. What management style do you use? How do you delegate?
12. Are you a good manager? Name some examples. In your opinion, why do you have the potential to work in management? What is your decision-making process in your sphere of competence?
13. What is your focus when you, as a member of management, must hire people?
14. As a member of management, have you ever terminated any employees? If so, what were the reasons and how did you conduct yourself?
15. What do you consider to be the most difficult task in your function as a manager/member of management? Do you focus upon turnover or results? Do you have social skills?
16. What important developments do you see for our industrial segment?
17. Why do you want to leave your current job position?
18. How do you feel about giving up all the advantages you've received by leaving your current employer?
19. Had you already considered leaving your current employer in the past? If so, what do you think kept you there?
20. Describe what you consider to be an ideal working environment.
21. How do you rate your current employer? What is your opinion of your current superior?
22. Were you able to increase turnover? Profits?
23. Were you able to help reduce costs? How?

24. How much responsibility for turnover have you had in the past?
25. As a member of management, how many employees have reported/reported to you?
26. Do you prefer most to work with numbers, letters or people?
27. What is your subordinates' opinion of you? What is your opinion of employee evaluations?
28. What are/were the main features of your current/previous job position which you liked the most? Which did you like least of all?
29. What are or were the five most prominent accomplishments of yours in your current or your past job position? Your past professional career? List a couple of your professional successes.
30. In your opinion, what would your past superiors name as your strengths and weaknesses if I asked them? What do you think that your strengths and weaknesses are?
31. Can you work well under pressure, deadlines, etc.?
32. Do you prefer to work in a staff or a management capacity? Why?
33. Don't you believe that you would be better-suited to work at a company of a different size than ours?
34. If you had the choice of job position and company, what would you choose?
35. What are your salary requirements?
36. What do you believe your services are worth? Your market value?
37. Do you have any objections to psychological tests?
38. Tell us about yourself, your interests, your family and your hobbies.
39. What book did you read most recently? What film did you see most recently? What are some cultural events that you have attended?

40. Can you take the initiative and be creative? Name some examples.
41. How do you assess your own character and the features of your character?
42. Are you a team player? Name some examples.
43. What goals do you have? Life goals? Professional ambitions?
44. What are you doing or what have you done in order to reach these goals?
45. Why don't you have a university diploma? Have you taken continuing education courses?
46. How do you interact with minority groups?
47. Would you object to working for a female superior?
48. In your opinion, where do you expect to be in your career in five years?
49. If you could begin your career over again, what would you have done differently?
50. Do you really want to work for us and accept this position or do you want to think about it some more?

QUESTIONS ABOUT THE COMPANY

1. Will the future employer be a large company, a group of companies, a medium-sized company or a small family-owned business?
2. What business form will the company have – corporation, private company? Who are the owners?
3. Are there other subsidiaries or affiliated companies domestically or abroad?
4. What products does the company produce? Do these products make it competitive? What can be learned about its market position? What are the growth rates? What are the opportunities for development and one's future in the industry/at the company? Are there long-term planning and good prospects?

5. What management style is practiced at the company – what is the company's working environment, the company culture?
6. Is it possible to visit the company/work location? When? May one speak with future colleagues?

QUESTIONS ABOUT THE JOB POSITION

1. Why was this job position announced? Did the previous holder of the job position leave for age-related reasons? Was he terminated or was the job position newly created?
2. Where is the job position situated in the company's hierarchy – what are the competences? How much responsibility is there for turnover/results? Is there a budget?
3. How much representation and travel – to what destinations?
4. Is a job description available and what delimits the job position from the job positions of one's other colleagues/superiors?
5. How large is the division? What duties does it have? How many employees work in the division?
6. Does one have one's own office – with a secretary – or is one's work station in a large office?
7. What opportunities for development exist within the division/the company with regards to personal goal-setting?
8. How high is the salary? Are payments made based upon a collective bargaining agreement/CEC or not? Are premiums/bonuses paid? Social benefits? Is a company car provided? If so, is private use of the company car permitted? Is there a company old-age pension fund? Accident/life insurance?
9. How is working time regulated? Flexitime? Holiday policy?