



Archdiocese of Agana

CHANCERY OFFICE

196 Cuesta San Ramon, Ste. B • Hagåtña, Guam 96910 • Tel:(671)472-6116 • Fax:(671)477-3519

JOB APPLICANT INTERVIEW QUESTIONNAIRE

Date, Time & Location:	
Job Applicant Name:	
Job Applied For:	
Interviewer:	

Employment History	
Sample Questions	Rating 1-5 (5 the highest)
1) If you had to evaluate your performance in your present job on a scale of 1 to 10, how would you grade yourself and why? Remarks:	
2) What skills have you acquired in your present job that make you the right candidate for the job? Remarks:	
3) Describe a recent event in your job that really challenged your capabilities. Remarks:	
4) Why do you want to leave your present job? Remarks:	
5) What have you heard about our company that leads you to believe you would like to work here? Remarks:	

Communications	
Sample Questions	Rating 1-5 (5 the highest)
1) Are you more comfortable working on a team or on your own? Remarks:	
2) What types of people do you find difficult to work with? Remarks:	
3) How often do you like to meet with your supervisor? Remarks:	
4) If you had an idea for a new project, how would you communicate it to your co-workers and supervisors and get it approved? Remarks:	

5) Describe what you consider to be a perfect boss. Remarks:	
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Organization	
Sample Questions	Rating 1-5 (5 the highest)
1) How do you go about planning your schedule for the day? Remarks:	
2) How do you relieve stress on the job? Remarks:	
3) What task in your present job do you consider to be a waste of time? Remarks:	
4) Do you consider yourself efficient? Why? Remarks:	
5) If you were given a long-term project, how would you approach the work? Remarks:	

Motivation	
Sample Questions	Rating 1-5 (5 the highest)
1) Tell me about a situation where you really blew it. How did you handle it? What did you learn? Remarks:	
2) What motivates you to do your best? Remarks:	
3) Think of a major accomplishment you had in your present job. What aspect did you find satisfying? Remarks:	
4) If you could buy any skill that you don't possess, what would it be? Remarks:	
5) What tactics should a supervisor use to get the best out of you? Remarks:	

Managerial	
Sample Questions	Rating 1-5 (5 the highest)
1) What qualities did you possess that would make you a good manager? Remarks:	

2) Tell me about the best manager you ever had and what you learned from that person. Remarks:	
3) Tell me about the worst manager you ever had and what you learned from that person. Remarks:	
4) How do you create an environment that foster teamwork? Remarks:	
5) How would you handle conflict between your employees? Remarks:	

Good behavior-based questions	
Sample Questions	Rating 1-5 (5 the highest)
1) How can we best reward you for a job well done? Remarks:	
2) What one are of your work performance do you struggle with most? Remarks:	
3) Tell me about a time you had to quickly adapt to change. Remarks:	
4) In your position, are you a risk taker, or do you play it safe?? Remarks:	
5) What do you think are key qualities for this position? Remarks:	

Additional Comments:
Recommendation:

Signature of Interviewer

Date