

# Sample Interview Questions

The interviewer's main objective is to make the applicant comfortable. Establishing a good rapport from the beginning enables a two-way conversation avoiding "yes" and "no" answers. In addition to the questions below, the following steps will assist you in preparing and conducting a good interview:

- Greet the applicant warmly with a smile, firm handshake, and a casual statement
- Ask specific questions to gather the information about their background, past experience, and personal interests
- Listen
- Avoid questions that may be sensitive or illegal (such as religion, marital status, etc.)
- Tell them about the position and your company
- Discuss the skills and working conditions for the position
- Allow the applicant time to ask questions
- Close the interview by informing the applicant of what the next step will be
- Do not write on the application, as it is a legal document
- Keep a neutral tone and expression so as not to indicate how you are evaluating their responses
- Once the interview is completed, evaluate the candidate's qualifications

## Sample Questions

- What has been your greatest accomplishment? (This demonstrates a sense of pride and ability to achieve goals.)
- If a guest was unhappy with what they ordered, what would you do? (You are looking for the ability to problem solve, make the guest happy, and inform the supervisor.)
- Why are you leaving (or did you leave) your current position? (This provides insight in why they are moving - for job security, financial, or other motivating factors.)
- What has been your biggest challenge or obstacle to overcome? (How a person deals with difficulties may indicate how they overcome them.)
- Name three words that describe you. (Indicates self-confidence.)
- Describe your responsibilities in your current or most recent position. (How they define their job is helpful in finding out skill level and leads to additional questions.)
- On what issue do you disagree with your current boss most often? (This question gives you an indication of how the candidate handles authority.)
- What was your most satisfying evaluation and why? What about your most disappointing review? (This will give you an idea of the candidate's honesty and the type of skills they value.)
- How would your supervisor rate your ability to cope with last-minute changes? (This will tell you if the candidate deals with stress, is flexible in the working environment, and can be a team player.)
- Which kitchen position are you the most comfortable with? (i.e., sauté, grill, production)
- What type of food do you like to prepare at home? Go out for? (It's important to learn the level of cooking experience, or, for front-of-the-house positions, what type of food they personally enjoy. If you are in the delicatessen business and a significant portion of your business is selling cold cuts, hiring a vegetarian may not be your first choice.)

## Additional Topics

- What are some of your interests or hobbies? (Puts applicant at ease and assists in determining how they will fit with your company.)
- How did you hear about this position or company?
- What was your favorite job and why did you enjoy it?
- Which position you held was the most difficult or least satisfactory?
- What are some of your strengths both personally and professionally?
- How are you interested in furthering your education or your developing skills?

If the applicant is a potential employee, you may ask what his or her interest is in the position as defined. Ask questions regarding any education, vocational or additional training he or she may have received.

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