

IN PERSON INTERVIEW TEMPLATE:

1. Can you tell me about yourself?

While this question might seem similar to what's asked in a phone interview, in-person interviews offer a chance for candidates to provide a more detailed overview of their background.

1. Can you provide specific examples of projects or achievements related to this role?

Ask for concrete examples to gain insights into how the candidate has performed in similar situations in the past.

2. How do you handle conflict or disagreements with colleagues or supervisors?

This question can reveal the candidate's conflict resolution skills and their ability to work well with others.

3. Can you describe a time when you had to overcome a significant challenge at work?

Assess the candidate's problem-solving abilities and their approach to handling difficult situations.

4. What do you consider your most significant professional accomplishment, and why?

This question allows candidates to share their proudest moments and what they value in their work.

5. How do you stay current in your field and keep your skills up-to-date?

Gauge the candidate's commitment to professional development and continuous learning.

6. Can you explain your preferred work style and how you manage your workload?

Understand how the candidate approaches tasks, prioritizes, and organizes their work.

7. How do you handle stress or tight deadlines?

Determine how the candidate copes with pressure and if they can maintain productivity under stress.

8. Can you share examples of your leadership or teamwork experiences?

Assess the candidate's ability to work collaboratively and their potential to take on leadership roles.

9. What questions do you have for us?

Give candidates the opportunity to ask questions about your organization, the team, or the role.