

Sample Interview Questions for Hiring Class 3 and 4 Employees

1. What qualifications do you possess that will make you successful in this position?
2. If I asked your former coworkers to describe your work style, what would they say?
3. What have you done that shows initiative and willingness to work?
6. What do you do with your idle time?
7. Describe a time on any job that you've held in which you were faced with problems or stressors which tested your coping skills.
8. What interests you about our office/department and the services we provide?
9. Discuss a situation during the past year in which you had to deal with an angry or upset customer or coworker? How did you handle the situation?
10. Why should I hire you?

Interview Questions – Do’s and Don’ts

Topic	Unacceptable	Acceptable
Military Service	<ul style="list-style-type: none"> • What type of discharge did you receive? 	<ul style="list-style-type: none"> • What type of education or training did you receive while in the military? • In what branch of the armed services did you serve?
Disabilities	<ul style="list-style-type: none"> • Do you have any disabilities? • When did you lose your eyesight/leg/hearing? 	<ul style="list-style-type: none"> • Are you able to perform the essential functions of the job you are applying for?
Age/Date of Birth	<ul style="list-style-type: none"> • How old are you? • When did you graduate from high school? 	<ul style="list-style-type: none"> • Are you over the age of 18? • Are you legally eligible for employment in the United States?
Affiliations/Religion	<ul style="list-style-type: none"> • What clubs or organizations do you belong to? • Do you go to church? 	<ul style="list-style-type: none"> • What professional or other organizations that you belong to do you consider relevant to your ability to perform this job? • Are you available to work any schedule?
National Origin/Citizenship	<ul style="list-style-type: none"> • Where were you/your parents born? • What is your native language? • Are you a US citizen? • What is your country of citizenship? 	<ul style="list-style-type: none"> • Are you authorized to work in the US? • Will you now or in the future require sponsorship for employment visa status?
Race/Color/Origin/Sex /Gender	<ul style="list-style-type: none"> • All questions are illegal 	<ul style="list-style-type: none"> • NONE
Marital/Family Status	<ul style="list-style-type: none"> • Are you married or do you have a partner? • What are your child care arrangements? • With whom do you live? 	<ul style="list-style-type: none"> • Do you have responsibilities or commitments that would prevent you from meeting specific work schedules?
Reliability/Attendance	<ul style="list-style-type: none"> • Do you own a car? 	<ul style="list-style-type: none"> • What hours and days are you available to work?