

Questions for Second Interview

(conducted by a different staff member from initial interviewer)

1. Did you have any particular comments, questions, or concerns following your first interview with _____? Do you have questions I may answer for you?

Questions concerning available position

2. What do you expect from our office and staff?
3. What would you expect to contribute to our practice?
4. Why do you think you would be successful in this job?
5. If you worked here and had too many things to do in one day, what would you do?
6. If you sensed a problem or misunderstanding with a teammate, how would you handle the situation?

Questions concerning past positions

7. Which of your past jobs did you most enjoy? Why? Which least? Why?
8. Describe your last job and your supervisor there.

9. What did you contribute to that position?

10. What did you learn in that position?

Personal questions

11. Describe yourself to me.

12. Do you consider yourself a person with initiative? How would you convince me of that?

13. What motivates you in the workplace?

14. For what would you like to be remembered?

15. Think about the future. What would you like to be doing in 5 years?

16. If an acquaintance was asked to describe you, what would she/he say?

17. Are there any questions I may answer for you?