General Interview Questions

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| Question | Comments | 1-5 |
| 1. Tell us about your background and experience and how it relates to this position? |  |  |
| 1. Why are you interested in this position? |  |  |
| 1. How would your past co-workers describe you as a team member? |  |  |
| 1. What personal quality are you most proud of? |  |  |
| 1. What skills or qualities would you like to develop further? |  |  |
| 1. Tell us about a time when you had a lot of pressure at your job, how did you handle it? |  |  |
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**Note, these questions are suggested generic questions that could be used for any staff interviews**

**Managers can supplement with position specific questions; this format should be used for recording notes from the interview.**

**For some positions a skills test or demonstration may be more appropriate than a formal interview**