

# Interview Guide



Candidate Name \_\_\_\_\_

Address \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Best times to reach candidate \_\_\_\_\_

Date/Time of Interview \_\_\_\_\_

Interviewers \_\_\_\_\_

Phone Screening Attached

Resume Attached

General Comments/Observations

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Recommend for Hire

Questions	Responses/Observations
<p>Tell me about a specific experience of yours that illustrates your ability to influence another person verbally. Feel free to use an example that involved changing an attitude, selling a product/idea or being persuasive.</p>	
<p>Getting the job done may necessitate unusual persistence or dedication to results, especially when faced with obstacles or distractions. Tell me about a time in which you were able to be very persistent in order to reach goals. Be specific.</p>	
<p>Tell me about a situation in which you were particularly skillful in detecting clues which show how another person thinks or feels. How did you “size up” the person?</p>	
<p>Tell me about a time when you were able to make someone feel comfortable with a situation which had a lot of feelings involved in it. Describe a specific case.</p>	
<p>Building rapport is sometimes a very challenging thing to do. Give an example of a time when you were able to build rapport with someone, even when the situation was a difficult one and the odds were against you.</p>	
<p>Time management has become a necessary factor in personal productivity. Give me an example of any time management skill you have learned and how you have applied it. What resulted from the use of this skill?</p>	

Questions	Responses/Observations
<p>This job may put you into a position of being turned down repeatedly. Tell me about a time when you have dealt with negative responses on a regular basis. Be specific about your personal response to the situation.</p>	
<p>This job will require you to spend a large amount of time talking to others. When have you had to work in this kind of situation and how did it affect you?</p>	
<p>Why do you think preplanning and prefunding funeral arrangements would be important to someone?</p>	
<p>Describe the skills you think would be important for someone to be successful in selling prearrangements and prefunding.</p>	
<p>Why do you think you'd be interested in this particular position?</p>	

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