

## QUESTIONNAIRE

DATE \_\_\_\_\_

NAME \_\_\_\_\_ POSITION/FACILITY \_\_\_\_\_

High School GPA: \_\_\_\_\_ College GPA and Major: \_\_\_\_\_

Describe your computer skills. \_\_\_\_\_

\_\_\_\_\_

What did you like best about your past jobs? \_\_\_\_\_

What did you like least about your past jobs? \_\_\_\_\_

Why did you leave your last job (or why do you want to leave your present job)? \_\_\_\_\_

\_\_\_\_\_

Describe your ideal job. \_\_\_\_\_

Describe your strong points. \_\_\_\_\_

Describe your weak points. \_\_\_\_\_

Why do you want to work for this company? \_\_\_\_\_

Why have you chosen to work in this particular field? \_\_\_\_\_

What has to be present in your ideal job that is not present in your current job? \_\_\_\_\_

\_\_\_\_\_

What motivates you? \_\_\_\_\_

How did you improve work procedures or processes at your last job? \_\_\_\_\_

\_\_\_\_\_

How did you contribute toward your former employer's profits? \_\_\_\_\_

\_\_\_\_\_

What stands out for you as the most interesting task or project you have handled in your job history?

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What type of personalities do you like to work with? \_\_\_\_\_

What personality traits annoy you the most? \_\_\_\_\_

Describe a boss or co-worker with whom you had, in your opinion, a superior working relationship. Detail your work together and explain why it was successful. \_\_\_\_\_

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Describe failures that you experienced at your past jobs and how they could have been avoided.

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Have you done any volunteer work? \_\_\_\_\_ Explain \_\_\_\_\_

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What are your salary expectations - starting, short-term, long-term? \_\_\_\_\_

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How long would it take for you to become productive & make a contribution? \_\_\_\_\_

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Is there anything else you would like us to know about you? \_\_\_\_\_

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