

QUESTIONS TO ASK INTERVIEWEES

The information gathered during an IT interview is essential for making a well-informed hiring decision. Unfortunately, many busy employers don't spend enough time preparing for these important meetings and it can ultimately lead to choosing the wrong technology specialist - a very costly mistake in the long run.

To make sure you're prepared, we've created a standard list of appropriate questions you can use, build on and prioritize according to your organization's needs. These questions cover three general categories: job-related experience and skills; business aptitude and problem-solving abilities; and interpersonal skills.

JOB-RELATED QUESTIONS

Job-related questions help you determine whether a candidate possesses the necessary background for the position. Examples include:

- What are/were your primary responsibilities at your current/last job?
- In what areas do you consider yourself a specialist, and how do you envision using that expertise within our organization?
- What professional and technical skills would you like to develop?

BUSINESS APTITUDE AND PROBLEM-SOLVING ABILITIES

Questions that assess business aptitude and problem-solving abilities allow you to evaluate a candidate's strategic and creative abilities, general business knowledge and project management skills.

Examples of these questions include:

- How would you handle the technical implementation of a new accounts payable system for a company's expansion effort?
- Can you tell me about a situation where you tried to solve a problem with ideas and methods that had not been tried before?

INTERPERSONAL SKILLS

Questions related to interpersonal skills help you evaluate an applicant's ability to communicate well, work in a team setting and work under pressure. Typical questions for this category include:

- How have you handled conflict with co-workers in the past?
- How do you cope with stressful situations and multiple tasks?
- What are your reasons for leaving your current job?
- What are your key strengths and weaknesses?

Since you're also trying to ensure a good fit with your organization, you might also ask:

- What sort of work environment do you prefer?
- What kind of atmosphere brings out your best performance?

To obtain further insight into a candidate's character or his or her global view of the industry, consider asking the following questions:

- What is your opinion on the role of technology today?
- What do you think your current (or past) company could do to be more successful?

While you want to make it clear you're not looking for proprietary or specific information, you are looking for the applicant to display a clear understanding of his or her employer's missions and goals and if he or she thinks in terms of those objectives. Inability to answer this type of question may signify a lack of interest that could carry over into your organization.

By planning the questions you're going to ask beforehand, and having a sense of what you hope to learn from the answers, you strengthen your chances of making the best hiring decision.

For more interview question ideas and strategies, please contact Prism Group today.