

| I. Back of the House Structured Interview Questions |
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| <p>1. If there is an age requirement or other legal restriction on who can fill this position, confirm that the applicant meets the requirement. <i>If not, do not continue.</i></p> |
| <p>2. Confirm the applicant meets the job's minimum requirements by verbally going over the applicant's answers on the mini-application. <i>If not, do not continue.</i></p> |
| <p>3. Ask every applicant to review the Job Analysis form for the job and ask: <i>If hired, can you do all these tasks with or without reasonable accommodation?</i></p> |
| <p>4. How did you find out about this job? <i>Identifies your best recruiting sources.</i></p> |
| <p>5. Why do you think you want to work here? <i>Identifies the image your business projects and the applicant's motivation for applying.</i></p> |
| <p>6. What do you think it takes to be a good (job title)? <i>Tells you how well the applicant understands what the job entails.</i></p> |
| <p>7. If I hire you, how long do you plan to stay? <i>An indicator of honesty.</i></p> |
| <p>8. How long did you plan to stay at your last job? How long did you stay? Why did you leave? <i>Indicates honesty and whether applicant takes responsibility or blames others.</i></p> |
| <p>If the applicant has not worked before, go to Section II.</p> |
| <p>9. Tell me about the very first job you ever did that you got paid for. What three things did you learn from that job? What was your position when you started and when you left? (Take the applicant through their entire work history by asking these questions for each position.) <i>Work ethic.</i></p> |
| <p>10. Have you ever been involved in an accident on the job? What caused it? How could it have been prevented? (Do not ask about Worker's Comp and do not ask about injuries.) <i>Safety consciousness.</i></p> |
| <p>11. What's toughest job you ever had and how long did you last at it? Why was it tough? Why did you stick/not stick with it? <i>Stamina / staying power.</i></p> |
| <p>12. Tell me about a time on a previous job when you did something that wasn't in your job description just because it needed to be done. <i>Initiative.</i></p> |
| <p>13. How did you get or earn your spending money while you were in school? <i>Work ethic.</i></p> |
| <p>14. Tell me about a time you were involved in a team or group activity. What did you enjoy about the experience? What was difficult about it? <i>Ability to cooperate with and support others.</i></p> |
| <p>15. How do you go about making friends when you start a new job or class? <i>Extroversion / social skills.</i></p> |
| <p>16. Tell me about the (best) (worst) (boss/teacher) you ever had. <i>An indicator of how best to manage the person if hired.</i></p> |
| <p>17. What job do you see yourself doing two years from now? <i>Motivation.</i></p> |
| <p>18. What do you know about sanitation and food handling? <i>Common sense and safety consciousness. Go to Section III.</i></p> |

| II. Special Questions for First-Time Workers: |
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| 1. Why do you want to work? <i>Motivation.</i> |
| 2. What's your definition of being on time? <i>Dependability.</i> |
| 3. How many times have you been late to school or a date in the past three months? <i>Dependability.</i> |
| 4. Tell me about the last couple of accidents you've had. <i>Safety orientation.</i> |
| 5. What do you do in your spare time? <i>Activity level.</i> |
| 6. What four words would your closest friends use to describe you? <i>Personality traits.</i> |
| 7. When I talk to your (parents) (teachers) (coaches) (friends), what will they tell me about you? <i>Personality traits.</i> |
| 8. What do you plan to do with the money you earn? <i>Motivation.</i> |
| 9. What would be a reason you'd call in late to work? <i>Dependability.</i> <i>Go back and ask Questions 13 – 18 in Section I.</i> |
| III. Conclusion |
| 1. What is the one question you hope I won't ask you? <i>May bring to light a potential liability.</i> |
| 2. I've asked you a lot of questions. What one question would you like to ask me? (After applicant asks his/her question, say: <i>That's interesting. Why did you ask that?</i> After the person explains, answer the question). <i>Insight into what applicant believes is important.</i> |
| 3. Is there anything you'd like to tell me about yourself that we haven't covered? <i>Ends the interview on a positive note.</i> |