



Interview Sweep

Must-ask categories to discuss when hiring.

Competency

Specific experiences? Active learner? Professional passions? Work quality? Specific skills?

Attitude

Team player? Self-starter? Hard worker? Courteous communicator? Helpful? Views primary responsibility as enhancing your effectiveness or getting through their own list of tasks?

Problem Solving

Judgment abilities in complex situations? Knows when to ask questions/request guidance? Knows of what to keep supervisor apprised? Views problems as a challenge or a nuisance?

Working Style

Multi-tasker or highly focused? Works best alone or collaborating? More motivated coming up with solutions or enacting your solutions?

Handling Difficulties

How do they handle misunderstandings, disagreements, pressure, mistakes?