



**HELP
WANTED**

14

**QUESTIONS
FOR POTENTIAL HIRES**



**ASK
THESE
FIRST!**



HERE ARE THE 14 QUESTIONS* THAT YOU SHOULD GIVE TO EVERY APPLICANT:

- 1. NAME, CONTACT INFO?**
- 2. LAST OR CURRENT JOB?**
- 3. WHY DO YOU WANT TO LEAVE?**
- 4. WHAT ARE YOUR SHORT TERM GOALS?**
- 5. IN 3-5 YEARS WHERE DO YOU HOPE TO BE?**
- 6. WHAT ARE YOUR LONG TERMS GOALS?**
- 7. HOW WOULD CO-WORKERS DESCRIBE YOUR WORK HABITS AND SKILLS?**
- 8. TELL US THE BEST THING ABOUT YOUR LAST JOB.**
- 9. WHAT IS YOUR CURRENT PAY RANGE?**
- 10. WHAT PAY RANGE ARE YOU EXPECTING?**
- 11. WHAT DID YOUR FAVOURITE EMPLOYER TEACH YOU?**
- 12. WHAT APPEALS TO YOU MOST ABOUT THIS JOB?**
- 13. WHAT IS YOUR FAVOURITE CHOCOLATE?**
- 14. ON A SCALE OF 1-10, HOW HAPPY ARE YOU?**

IF SOMEONE ANSWERS LOWER THAN A SEVEN TO QUESTION #14, YOU SHOULD PROBABLY PASS ON THAT APPLICANT.

YOU CAN ALSO LEARN A LOT ABOUT JOB SATISFACTION WITH QUESTION #3. IF THEY HADN'T REALLY THOUGHT ABOUT LEAVING, BUT WERE SO INTRIGUED BY THE JOB YOU ARE OFFERING THAT THEY COULDN'T RESIST APPLYING, THEN THAT IS PROBABLY SOMEONE WITH FAIRLY HIGH JOB SATISFACTION. IF THEY REPLY WITH A SLAM ON THEIR CURRENT BOSS, RAISE THE RED FLAG.

QUESTION #9 AND #10 MAY PRICE SOMEONE OUT OF YOUR RANGE. QUESTION #13 IS DESIGNED TO TEST THEIR SENSE OF HUMOUR. AFTER ALL, YOU DON'T WANT TO WORK WITH PEOPLE WHO DON'T HAVE A SENSE OF HUMOUR... OR WHO DON'T LIKE CHOCOLATE.