

Name \_\_\_\_\_

## APPLICATION QUESTIONS

*Please provide short, concise answers to the following questions.*

**1. What activities or tasks did you enjoy the most and the least at previous positions?**

**2. Which of the following positions would you prefer and why?**

- a. A position in which you organize your day, have specific recurring projects and/or responsibilities, work mainly on your own with limited interruptions and interaction with other staff or customers.
- b. A position that involves surrounding activity with frequent interruptions and interaction with other staff or customers, a variety of projects assigned by the supervisor with priorities and deadlines set by the supervisor or dependent on office activities.

**3. What are the reasons you left or will be leaving your position?**

**4. Describe your previous (or current) supervisor's strengths and weaknesses.**

**5. Who at your last job did you get along with the least? What did you do to improve the situation?**

Name \_\_\_\_\_

**6. Have you had a position where you dealt with difficult people (clients or customers)?**

**If so, how did you handle the conflict?**

**7. As an employee, what do you consider your greatest strengths and how do you think those strengths will apply to this position?**

**8. In what areas would you like most to improve and why?**

**9. What is important to you in a job and what would you like to avoid?**

**10. What attracts you to this position?**

**11. What would you like to be doing two to five years from now?**

**12. What do you expect of your employer?**