

Applicant Name: _____

Interview Date: _____ Time: _____

Interviewer's Name: _____

Position: _____

Interview Directions:

1. Begin by introducing the applicant to everyone involved in the interview panel with name and title
2. Split up the questions evenly based on the amount of people on the panel (2 is always best)
3. Start by giving a brief interview of the position along with main duties
4. Be sure to make note of any other questions asked not listed below
5. Make sure to fill out the very last page with comments and your personal decision and submit all paperwork back to monica@mgeunderground.com

INTERPERSONAL SKILLS

1. Tell me a little about yourself and your work experience.
2. What do you consider your strengths?
3. What do you consider your weaknesses?
4. Tell me about the best boss you ever had. What made him/her so great to work for?
5. Do you prefer working alone or with a team? Why?
6. What is the biggest misperception people have about you?
7. What do you love to do when you're not working and why?

SAFETY

8. What does safety mean to you?
9. Can you provide an example of a time you were questioning the safety of a job (or situation) and how you handled it?
10. What should you do before you get into a vehicle and drive away?
11. When is public safety a factor on a job?

ENTHUSIASM/MOTIVATION

12. How did you hear about this job and what made you apply with us?
13. What is the single most important thing that must be present in your work environment for you to be happy at work?

14. What do you feel is the most effective approach for managing you? (Feedback, rewards, closeness of supervision, communication approach, leadership style preference, etc.)
15. What do you hope to gain from this position? (Other than money, do they want the experience, knowledge, to work with a great company, longevity, etc.?)
16. Where do you see yourself in 5 years?
17. What did/do you like **most** about your most recent job that you held (or currently hold)?
18. What did/do you like **least** about your most recent job that you held (or currently hold)?
19. If I were to talk to your supervisor of that position today, how would he/she rate your overall performance (Excellent, very good, good, fair, poor)? Why?

CLOSING

19. If we were to offer you this position, when is the soonest you can start?
20. Tell us, why should we hire you for this position over any other candidate?
21. Do you know anyone that works for MGE?
22. Do you have any questions for us?

BENEFITS

We offer medical, dental and vision benefits, sick time, vacation, and 401k retirement. For non-management hourly employees, the medical, dental, vision and sick time benefits begin the 1st of the month following 60 days of hire, 401k eligibility starts after 6 months and vacation accrual starts at 1 year (paid vacation equals out to about one week).

NEXT STEP IN THE PROCESS: They can expect to hear from us within two weeks (if not sooner) on the status of where we are at the in hiring process.

