



Interview Questions & Answers

(rev. 3/2014)

Applicant's Name: _____

Interview Date: ___/___/___

1. How familiar are you with 4 Wheel Parts and our products?

2. What are you passionate about in life?

3. If given the opportunity, what skill or area would you like to improve in?

4. If I were to ask your last manager to describe your work ethic, what would the response be?

5. What are 3 positive things your last supervisor would say about you?

6. If you could change anything about your most recent employer what would it be?

7. When were you most satisfied in a job, and what made it satisfying?

8. Describe your greatest accomplishment or a successful moment in your career?

9. What motivates you to achieve your goals?

10. Would you describe yourself as a 4 Wheel enthusiast and why?

11. What are your expectations of your next employer?

12. How competitive are you? Give me an example.

13. Give me an example of how you handled a difficult situation at work.

14. We've had a number of people apply for this job --- tell me why I should hire you.

15. What are your long-term goals for your career?

16. Why are you leaving (or why did you leave) your current/most recent employer?

17. Are you a team player? If so, give me 2 examples from your work history.

18. How many days of work did you miss last year (not counting vacation, holidays, etc...)?

19. How many days were you late to work last year?

Final Points:

- 1) Give the applicant a copy of the job description.
- 2) Tell the applicant the hourly pay rate for this job.
- 3) Tell the applicant what the average commissions were for the last 3 months for the other employees at your location (so they have a realistic expectation of what they'll be earning in their first months/year).
- 4) Tell the applicant that commissions are taxed at the "bonus" rate (a higher tax rate).
- 5) Remind them that the job requires 8 hours a day of standing.

I have reviewed all of the foregoing points and questions with this applicant today, before offering him/her the job.

Hiring Manager's Signature

NOTE: This document must be completed signed, and sent to H.R. along with the employee's new hire documents.