

TYPES OF QUESTIONS

A usual interview will last 60-90 minutes. In this time, you, as the interviewer, need to find out as much as you can about a person’s ability to do the job that you’re interviewing them for.

Making sure that you ask the right questions to get the best possible answers out of the person you’re interviewing plays a big part in how the interview will go.

QUESTION TYPES

There are several types of questions you could ask.

Try using the following:

<p>Open questions</p>	<p>Where the candidate is encouraged to talk freely, the question does not place any restrictions on the answer or make any assumptions.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Tell me about your experiences of managing a team? • How did you allocate work?
<p>Closed questions</p>	<p>Questions that restrict the candidates answer, usually to a ‘yes’ or ‘no’ response.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Did you pass the exam? • Do you feel that was the right thing to do?
<p>Probing questions</p>	<p>Generally asked after an open question to get more detail or to hone in on a specific aspect of the candidate’s response.</p> <p>Examples:</p> <ul style="list-style-type: none"> • What exactly did you do in the situation? • What specifically was your role?
<p>Hypothetical questions</p>	<p>Questions phrased around ‘what would you do if’ or ‘how could you’. This type of question allows a candidate to talk about what they might do, but they do not demonstrate that they have done this before.</p> <p>Examples:</p> <ul style="list-style-type: none"> • If you were in this situation what would you do? • How would you...

There are also some questions that you shouldn't ask...

HERE ARE SOME QUESTION TYPES TO AVOID

Leading questions	<p>These questions contain the desired answer in the question. The candidate just needs to agree.</p> <p>Examples:</p> <ul style="list-style-type: none">• We need a real team player, is this how you would describe yourself?
Multiple questions	<p>A series of questions asked at once. They'll just confuse the candidate.</p> <p>Examples:</p> <ul style="list-style-type: none">• What is your current job and do you enjoy it?• Would you mind working away from home, do you have a driving license, is it clean?
Ambiguous or irrelevant questions	<p>Questions that are not specific or have nothing to do with the job role or even an interview.</p> <p>Examples:</p> <ul style="list-style-type: none">• Are you religious?• How do you feel about working with women?