

Guide for Conducting Interviews

Candidate Welcome

Get acquainted, set job candidate at ease:

“Hi, welcome to _____(company name). I appreciate your interest in our dealership. May I offer you something to drink?”

Set the stage to keep the interview on track:

“I like to do a different interview than most managers. I would like to ask you questions first and I’ll then give you an opportunity to ask me questions.”

“Then, we can discuss the company and position, fair enough?”

“Is it okay with you if I take notes?”

Example Interview Questions

Questions that are indented and italicized are questions to ask yourself (the interviewer) as you listen and take notes on the candidate’s responses.

1. (Icebreaker) Tell me about your background. Where did you grow up and go to school?

2. What are you seeking in your automotive career?

Maturity level?

Consistent goals with current opportunity?

Career-oriented?

Job-hopper?

3. What specifically attracted you to our dealership?

Sincere?

Realistic?

Accurate knowledge of our store?

Interest in the auto retail industry?

Positive attitude toward employers?

4. Why are you planning to, or why did you leave, your present position?

*Ambitious or just a change?
Issues with people or company?
Consistency with current opportunity?
Realistic outlook?
Progress in last position?*

5. What is most important to you in a career position? What do you care least about in a position? Why?

*Industrious?
What drives this person – money, accomplishment, recognition, pleasing others?
Likes to work with people?
Consistent with company philosophy and position?*

6. Do you consider yourself a lucky person in life? Why or why not?

*Positive outlook?
Grateful?
Self-image?
Attitude toward work and people?
Mature or potentially high-maintenance personality?*

7. What are some of the qualities that you believe are necessary to be successful as a _____ (position being interviewed for)?

*Ambitious?
Articulate?
Competitive?
Confident?
Enthusiastic?
Leadership skills?
Self starter?*

8. In your opinion, what are some of your strengths? And, what are some of the areas you need to improve on? Why?

*Insightful?
Realistic?
Honest?
Striving to improve?
Positive self-image?*

9. Have you set any goals for yourself? How do you plan on achieving these goals?

Consistent with past success?
Realistic?
Specific?
Consistent with opportunity available?
Good capacity?

10. If applicable for the position — Working in this industry requires many long hours. How do you feel about working six days and sometimes 50-60 hours or more in a week?

Capacity to meet job requirements?
Obligation that may distract?
Family influences?
Personal interests?

11. What are some of the qualities that make you a good candidate for our dealership? Why?

Determined?
Eager for the position?
Consistent with performance to date?
Self-assured?
Capacity to do the job?

12. How would you describe yourself to someone who has never met you? Please be specific.

Good self-image?
Strengths and weaknesses?
Positive attitude?
Realistic viewpoint?

13. What kinds of people make you mad?

Maturity level?
Temperament?
Emotional balance?
Possible anger problem?

**14. (For management positions) How would you describe your management style?
(For all positions) How do you prefer to be managed?**

*Additional insight?
Management skills?
Clarity of thought?
Experience level?*

15. Have you ever been terminated from a position and why?

*Performance issues?
Additional insight?
Honesty?
Danger signals?*

16. What is the maximum commute you would consider for a job?

*Realistic for this position?
Danger signals?
Did this affect prior job changes?*

17. What possible concerns do you have about the position?

Additional insight?

18. Which of your former employers did you respect the most and why?

*Additional insight?
Maturity level?
Intelligence?
Willing to be taught, mentored?*

19. What are you most proud of in your career?

(Ends the interview on a positive note and provides more detail about the candidate.)

20. Is there anything we might have missed that you would like to add at this time?

*Specific abilities?
Danger signals?
Consistent with opportunity available?
Anxious for position?*

21. (IMPORTANT QUESTION!) Should you be chosen for the position, we will be doing a complete background investigation, drug screen, physical, reference check and driving record. Is there anything we may discover that we should discuss at this time?

Jog memory?

Be specific.

Danger signals?

22. Are there any questions I can answer for you about the position or company?

23. Conclude the interview by telling the candidate the next steps, if you have an interest.

This Interview Guide was adapted and compiled from many sources including Auto Careers' JOBS, Art Nieman and Associates, BrainTrust, Inc. and numerous Internet and personal sources.

Auto Careers' JOBS is the industry leader specializing in the placement of retail automotive dealership career professionals. For over 20 years, we have placed thousands of auto dealership employees with our client dealerships in all USA markets.

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