



Pre-Interview Written Questionnaire

Dear _____,

As part of our hiring process I would like you to complete the accompanying pre-interview questionnaire and return email it to me as soon as possible.

After receiving your completed questionnaire, we can speak and discuss further the position

Thank you in advance and I'm looking forward to talking with you.

Sincerely,

Eric Sprague
Owner
Shamrock Cleaning and Restoration

What is your primary motivation in applying for this position?

What specific questions do you have about Shamrock Cleaning & Restoration Inc?

What are the 3 most important responsibilities in your present job?

List three personal goals you want to accomplish with this job.

Why are you interviewing for this job? What do you expect to get from this job that you're not now getting from your present job?

What was your most forward thinking long-range goal? Did you accomplish it?

What personal qualities do you think are necessary to be successful as a team member in an organization.

Tell me about some short-term goals you accomplished at your last/current job. What obstacles did you face in accomplishing them?

What immediate challenges would you have if you were offered this position?

Describe something about yourself that is not on your résumé.

What type of work environment do you work most effectively in?

Please break down your most recent compensation package.

What are you looking for in total compensation?