



INTERVIEW NOTES

(This is a general guideline for conducting interviews – you may need to ask different or additional questions depending on the job and/or candidate.)

Date: _____

Time: _____

Branch: _____

Interview Details

Applicant's Name: _____ Applicant's Phone #: _____
Interviewers: _____ In-Person Microsoft Teams
Position Applied For: _____
Resume Highlights: _____

Questions to Ask Applicant

Introductions *Connections Employees / Interviewers*

Tell us about yourself – both personally and professionally

Question #1: Are you familiar with Credit Unions? What do you know about Connections Credit Union? How did you hear about us?

Notes: _____

Question #2: What about our position specifically made you want to apply? Why do you want to work *here*?

Notes: _____

Question #3: Why do you want to leave your current employer? What is causing you to look for other opportunities right now?

Notes: _____

Question #4: What are your short-term and long-term goals for your future and career?

Notes: _____

Question #5: What would you say your greatest strength is? Greatest weakness?

Notes: _____

Question #6: How would you describe your work ethic?

Notes: _____

Question #7: Would you say you work better individually or in a team environment?

Notes:

Question #8: Can you tell us about a time where you had a conflict with a co-worker and/or supervisor and how you handled the situation?

Notes:

Question #9: Can you tell us about a time where you had an irate or upset customer and how you handled it?

Notes:

Question #10: How would your boss describe you? Coworkers?

Notes:

Question #11: If we asked your former/current supervisor, what would they say about your dependability?

Notes:

Additional

Optional

Questions

(depending on position/branch)

- How comfortable are you with technology? Have you used it a lot in the past?
- What would you say your learning style is?
- If there was downtime in the branch, how would you handle your time?
- How would you describe your multitasking skills? (bouncing between teller line & loans, or transactions & opening accounts, etc)
- What has been your favorite job/position and why?
- Can you tell us about a time you've dealt with confidential or sensitive information?
- How comfortable are you with cross-selling/promoting products & services?
- What do you bring to the workplace / why should we hire YOU?

Final Question: Do you have any questions for us?

Notes:

Additional Notes

Salary Expectations:

Availability to Start:

General Thoughts: