

Human Resources

[Home](#)

[About HR](#)

[Staff](#)

[Directions & Maps](#)

[News & Events](#)

[Policies](#)

[Contact Information](#)

[Employment](#)

[Current Employees](#)

[Dual Career Information](#)

[Applying for a Job](#)

[Employment Policies](#)

[Foreign Nationals](#)

[The WHOI Environment](#)

[Benefits](#)

[Open Enrollment](#)

[Health & Wellness](#)

[Retirement](#)

[Time Off](#)

[Work & Life](#)

[Benefits Policies](#)

[Changing/Viewing Your Benefits](#)

[FAQs](#)

[Compensation](#)

[Compensation Services](#)

[Compensation Policies](#)

[Promotion & Advancement](#)

[Pay Dates](#)

[Employee Resources](#)

[All Employees](#)

[New Employees](#)

[Supervisors](#)

[Foreign Nationals](#)

[Forms](#)

[Benefits](#)

[Employment Action](#)

[Performance Evaluations](#)

[Foreign Nationals](#)

[Miscellaneous](#)

[Human Resources Internal Forms](#)

[Guest Investigator Appointment Check-in](#)

Continuing the Interview

Your Job As Interviewer

Ask questions that are:

- broad, open-ended,
- job-related, objective, meaningful,
- direct, clear, understood,
- related to the applicant's:
 1. education/training,
 2. work history in chronological order,
 3. attitudes toward work, people, working conditions,
 4. goals, motivation and self-evaluation,
 5. possible reaction to specific situations with the job e.g., pressure, peak loads, supervision.

Listen -- the more you talk, the less you learn about the applicant. Ask follow-up questions -- *"how"*, *"why"*.

Maintain control of the process. If pace lags, or if the applicant talks too much or focuses on irrelevant subjects, say, *"Let's go back to..."* or *"Tell me a little more about..."*

Provide honest information about the job:

- provide a full job description,
- explain the operation of the department/group,
- describe working conditions, hours, special policies or procedures of the department/group,
- be realistic -- don't undersell or oversell.

Types of Questions

Work History - Descriptive

To obtain specific information and to fill in gaps on the application:

- Tell me a little more about the duties of your present/last job.
- What are/were the major responsibilities in your present/last job?
- What do/did you spend the most time doing and how much time is/was spent doing it?
- What do/did you particularly enjoy doing in your job?
- There are generally several reasons for leaving a job. What are/were some of your reasons?

Work History - Evaluative

To obtain information about attitudes and motivation toward work:

- What are/were some of the aspects of your job that you feel particularly good about, and why do you feel that way about them?
- What are/were some of the more rewarding aspects of your work/job?
- How has your job prepared you to assume greater responsibilities?
- What do you feel are/were the greatest frustrations in your present/last job? Why?
- What is your general impression of the present/last organization/department for which you worked?
- What do/did you particularly like or dislike about your job?
- How do you feel your work history reflects your job objectives and your abilities?

Working Conditions and Work Relationships

To obtain information about personality characteristics in the work environment:

- How do/did the people you worked with affect your job?

- If there are/were negative interactions, how can/could they be/have been improved?
- What is/was the working environment in your present/last job?
- Describe your working relationship with your supervisor and co-workers.
- In all jobs, there are heavy and light periods. What do/did you do in such cases?
- If there are/were difficulties in your job/how was the situation handled?

Applicant's Goals and Job Objectives

To determine the appropriateness of your position for the applicant:

- Why did you apply for this particular position?
- How do you feel your qualifications can best contribute to getting the job done?
- What is important to you in a job and why would those factors be important?
- What are your career objectives and how are you preparing yourself to reach them?

Applicant's Self-Evaluation

- What gives/gave you the most satisfaction in your present/last job? Why?
- How do you feel you could make the best contribution to the Institution?
- What do you feel are your outstanding strengths? Your primary weaknesses?

Last updated: April 12, 2010

Copyright ©2016 Woods Hole Oceanographic Institution.

All Rights Reserved, Privacy Policy. Problems or questions about the site, please contact webdev@whoi.edu



WHOI is the world's leading non-profit oceanographic research organization.

Our mission is to explore and understand the ocean and to educate scientists, students, decision-makers, and the public.

[Contact Us](#)

[Site Map](#)

[WHOI.edu External](#)

[WHOI.edu Internal](#)