

Human Resources Services, Inc.
Sample interview questions for employees of the City of Holyoke - April 2014

1. What is your official title? Do you feel that your title accurately reflects what you do? If not, which title would?
2. Please describe the primary purpose of your position in a couple of sentences.
3. What functional or departmental areas do you supervise?
4. Accountability. How much are you responsible for preventing errors? What would be the result of the errors?
5. Guidelines followed: What specific laws, ordinances, or regulations do you use or follow in your work? (local ordinance, state or federal law, or state or federal regulations.)
6. What administrative regulations, manuals, reference materials, and departmental instructions or guidelines do you regularly use or follow in doing your work?
7. Explain the knowledge, skills, and abilities required to do the essential functions of your job. For example, knowledge of laws or ordinances, skill in operating a personal computer, or the ability to direct the work of others.
8. Computer skills: Please describe the level of skill required (beginner, intermediate, or advanced) for each computer application below that is needed to perform successfully the essential functions of your job:
__ Data entry __ Word processing __ Graphics __ Spreadsheet __ Financial __ Statistical
__ Presentations __ Web page development __ Email __ Other computer application _____
9. Supervision received. What kind of instructions does your supervisor give you when assigning new or one-time activities? Detailed, general, very general, other?
10. What kinds of review processes are applied to your work? Please describe what is subject to review and what is not.
11. Contact with others. Please describe the kind of people with whom you deal in carrying out your work. (co-workers, employees outside your department, general public, state, or federal officials, etc.)
12. What is the most time consuming activity of your position?
13. Consequences of error. What would be the impact of errors in your work? Would they be easily rectified or would they cause a major problem?
14. Confidential information. Do you have access to confidential information? If so, what would be the affect of improper disclosure?
15. Other pertinent information. Provide any additional information about your duties, responsibilities or qualification requirements that you consider to be important, but that have not been previously mentioned.