



Recruitment & Selection Workshop

Examples of Biographical Questions

These questions are examples of biographical questions that can be incorporated into a selection interview. They are non-discriminatory, and are meant to be combined with other types of interview questions to form a comprehensive selection interview.

When conducting an interview you can use these questions verbatim, or use them as thought starters to design your own questions.

General Questions

I see that you have had a number of years experience in the “X” field. Please take us through your professional career. (Replace X with candidate’s field, i.e. customer service, secretarial, project management, hospitality, etc.)

We noted that you have taken a number of courses since graduating high school; can you give us an overview of the continuing education you have undertaken since graduation?

According to your resume you have been working with your current employer for over 10 years as an X. (Replace X with candidate’s job title as noted on the resume.) Can you take us through how your responsibilities in that position have changed over time?

Specific questions related to a position noted on their resume

Tell us what your day to day responsibilities are in your current (or past) job.

What do (did) you enjoy most about it?

If you could change one thing about that job, what would it be?

What have you learned since taking on this role?

Why are you considering leaving your current job? **Or** Why did you leave that job?

Addressing a time -gap in a resume

I note on your resume that between X & Y you do not have a job listed. Were you employed during that period, and if so what were you doing? (X & Y represent the two dates at either side of the time gap you are exploring.)