

## FACTSHEET

# Example interview questions

October 2023

Select appropriate questions from the following to use during the interview. Remember that the questions or tasks used in the interview need to understand the ability, motivations and behaviour of the candidate. Some questions may not be applicable for the role you are interviewing for.

These are just suggestions - you need to select the most appropriate and relevant questions for a particular role and understand why these questions are important. Take care not to tire the applicant or yourself if you ask too many questions. Make sure you ask the most important questions first and ensure that you ask questions which are not leading. (Leading questions mean asking questions which will influence and mislead the kind of answers candidates will give you).

### Introduction

- Why have you applied for this position?
- What skills and personal attributes do you possess that make you the ideal person for this role?
- Tell me a bit about yourself/your hobbies and interests
- Can you tell me a bit about your present position and the farm that you are on?
- How did you get involved in farming?
- Why did you become a farmer?

### Education

- What relevant education and training do you have?
- What other courses have you done?
- How are you applying your training in your current position?
- What's the next thing you have to learn/would like to learn about?

### Motivators

- Imagine it's six months after you've been in this job. What parts of the job do you imagine will make you glad you came to work here?
- What does the day look like on those mornings you get up and say to yourself "I can hardly wait to go to work today"?
- What about the mornings when you don't want to go to work, what would make you feel that way?

- Imagine having a motivational talk with someone who is thinking about applying for a role like this. What would you tell them about why you are applying?

### Assess self-evaluation skills

- In your career, describe your biggest success? What made it so?
- In your career, what's the one thing if you had to do it over again, that you would do differently? Why? What would you do?
- What's your greatest strength and why?
- Then - what is your Achilles heel or your weakness?

### Animal health

- Tell me how you monitor animal health in your present job?
- Tell me about the way you identified and managed internal parasites in your last role?
  - What improvement, if any, could you make to this system?
- Have you ever treated stock with staggers/facial eczema? Tell me how you do it.
- Describe a flystrike control plan.
- What in your experience causes the greatest stock losses?

## Stockmanship

- What does good stockmanship mean to you?
- What are the key things to do to get healthy pasture and healthy stock?
- Our farm runs 10,000 su, with a 70:30 mix of sheep to cattle. What experience have you had managing a property this size?
- What do you think are the most important factors to ensure maximum efficiency and health of the stock? (Ask questions about animal health)
- Animals don't always do what we want them to do. Can you tell me about a time when this last happened to you?
  - What did you do?
  - How did it all work out?

## Administration

- Part of this role will require you to maintain accurate records. You will also be expected to report to the manager any exceptional circumstances, problems and your recommended solutions. Describe the more complex types of records you have had to maintain in the past.
- What sort of information have you had to provide on a regular basis?
- How did you go about organising yourself to make sure this information was accurate, completed on time and met your manager's needs?

## Self management

- Describe a situation you have been in where you have had to work independently, juggling your personal demands with those of others without any day-to-day supervision.
- How do you prioritise your tasks?
- Describe how you decide what work needs to be done in your present job. How do you decide what order to do it in?

## Decision making ability

- Tell us about an important decision that you have made recently.
  - What was the decision you had to make?
  - What processes did you go through to make your decision?
  - What alternatives did you consider?
  - Do you think that you made the right decision? Why/why not?

## Communication

*(Make notes here on the effectiveness of the applicant's communication during interview)*

- How would you describe the way you communicate?
  - Why do you prefer to communicate this way?
- What types of people do you have most difficulty communicating with, and why?

## Initiative

- Have you tended to drive things yourself? Or do you prefer to provide support, advice and processes to enable others to do things?
  - How have you gone about this?

## Working relationships

- Please describe your ideal manager?
- Tell me about a time when you disagreed with your employer. How did you handle it?

## Health and safety

- What relevant training, skills and experience do you have for on-farm health and safety? (Such as a 1st Aid Certificate)
- What features does a good H&S system/culture have?

## People management

- How have you navigated staff through a complex task?
  - What was the outcome?
  - What did you learn from this?
- What advice would you give to someone to help them deal with a staff challenge?
  - What do you think the outcome would be?
- What is the key to getting the best out of people?
- What types of people do you enjoy supervising?
- How do you develop teamwork?

## Remuneration

- What are your salary expectations for this role?

## Lifestyle

- What do you do to relax?
- What do you like doing in your spare time?

## Concluding comments/questions

- Advise that you will be contacting referees and ask if there are any changes to contact details.
- When are you available to start work?
- Detail contract and conditions and when you anticipate the start date to be.
- Check if applicant has any questions or other comments in support of their application (Note the questions they asked).
- Advise the applicant of the next steps - timeline, number of interviews to be conducted, when you intend to have a decision made.

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