



### Interview: Skills and Knowledge - Sample #2

**NOTE:** This form is provided as a guide. It is without legal review. NAMTA suggests that any business utilizing any or all of this form do so after confirming that the information and/or questions on this form are appropriate according to the government bodies that have jurisdiction over your business, along with being aware of all state and federal laws regulating at what point in the interview/hiring process a form such as this can be used, and what questions are allowed.

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**Applicant Name / Interview Date:** \_\_\_\_\_

1. Tell us about yourself \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. What art background do you have? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What mediums have you used? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. How much cashiering experience do you have? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What is 20% of \$25.00? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Have you ever used a point-of-sale system? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. Do you have any picture framing experience or experience with color design? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Are you familiar with using a ruler? \_\_\_\_\_

What is half of 5/8 of an inch? \_\_\_\_\_

5. What computer programs have you used?

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

6. What conditions do you have any conditions that could interfere with your ability to:

Lift 50 lb. boxes \_\_\_\_\_

Identify colors \_\_\_\_\_

Read small print \_\_\_\_\_

Other \_\_\_\_\_

7. What interests you about this job? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Where else have you applied? \_\_\_\_\_

Why do you think you can contribute more to this store than other applicants? \_\_\_\_\_

\_\_\_\_\_

8. What do you hope to be doing 2 years from now? \_\_\_\_\_

\_\_\_\_\_

How about 10 years from now? \_\_\_\_\_

\_\_\_\_\_

What is the shortest time you see yourself working for us? \_\_\_\_\_

\_\_\_\_\_

What is the longest time? \_\_\_\_\_

9. If we asked people you know for a reason we shouldn't hire you, what would they say? \_\_\_\_\_

\_\_\_\_\_

10. Describe a specific situation where you had to work with someone who was difficult, and how you handled it. \_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. If you were in charge at your last job, what would you change? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What was your best work experience? \_\_\_\_\_  
\_\_\_\_\_

12. List five qualities that retail managers look for in a good employee.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Which of these qualities are most important to you? \_\_\_\_\_

13. Can you consistently arrive to work on time? \_\_\_\_\_  
Are you available to work any time this store is open? \_\_\_\_\_

14. *Explain or give printed info to applicant.*  
Regarding our dress code, can you comply with this dress code? \_\_\_\_\_