

CHECKLIST

Interview questions to assess for collaboration



QUESTION 1

Tell me about a time when you worked closely with colleagues to achieve a certain goal. What was your specific role?

What to listen for

- ✓ The actions candidates walked their team through, plus a firm grasp of how they contributed to the group's success
- ✓ A healthy mix of “we” and “I” pronouns, indicating the candidate's individual role and recognition of what the group achieved as a whole

What this question assesses

- ✓ Ability to take the initiative to play an integral role in driving a project to completion, rather than sitting on the sidelines
- ✓ Shared sense of success in the team's accomplishments, while also demonstrating ability to identify the specific part they played

QUESTION 2

Tell me about a time when you disagreed with a coworker on a project. How did you resolve the disagreement and what was the outcome?

What to listen for

- ✓ Approaching disagreement as an opportunity to share different ideas and offer constructive criticism, rather than turning the situation into a shouting match
- ✓ Sharp judgment in knowing when to stand behind their idea and when to concede for the good of the project

What this question assesses

- ✓ Willingness to put their own ego aside to focus on the bigger picture
- ✓ The type of team your candidate was previously part of and whether they'll work well with your team

QUESTION 3

Do you prefer to work independently or as part of a team – and why?

What to listen for

- ✓ An understanding of the benefits of both approaches and the different situations in which they work best (ex: working independently during focused sessions and collaborating to brainstorm ideas and gather feedback)
- ✓ Fluidity and comfort working either independently or in a group setting

What this question assesses

- ✓ Ability to take initiative when working solo, and to build rapport and foster constructive and effective relationships with teammates
- ✓ Leaning too heavily on the team for direction if they signal that they struggle to work alone