**Topgrading Interview Example**

**Early Influences**

* Considering your years in high school, who were the most influential people, and similarly, the most influential experiences that you feel have affected your personality and values?
* What were the high and low points for you during your high school career?
* What were your career ideas and plans after leaving school? What did you do next?

**Work History —** Note: The following questions should be asked in relation to each full time job held by the candidate, beginning with the most recent and moving forward.

* What are some notable successes and accomplishments? And how were these achieved?
* We all make mistakes — what were some mistakes you made or failures you had during your time in this position?
* What was your supervisor’s name and title? Would you be willing to arrange for us to talk with them?
* What was it like working under this supervisor? What do you feel were their strengths and shortcomings?
* What do you feel your supervisor’s honest opinion of your strengths, weaknesses, and overall performance were?
* For management positions: What sort of talent did you inherit? What changes did you make? How many A, B, and C candidates did you end up with? Please name and evaluate one previous subordinate in each category.

**Plans and Goals for the Future —** Let’s discuss what you are looking for in your next job.

* What are your long-term career goals and objectives?

**Self Appraisal —** Give us a thorough self-appraisal, beginning with what you consider your strengths, assets, things you like about yourself, and things you do well.

* And on the other side, what would you say are your shortcomings, weak points, or areas for improvement?