

## Ruth Medlin Consulting

### Interview Questions

There are all kinds of interview questions listed below. Please use what you need to. For more information on interviewing, contact Ruth at 559-381-4745 or by e-mail [ruthkmedlin@gmail.com](mailto:ruthkmedlin@gmail.com)

1. How long have you done this type of work?
2. Describe your work style.
3. How much do you charge?
4. What would former employers say about you?
5. Tell me about yourself.
6. Do you do all the work yourself or do you have others who do the work for you?
7. How much lead time do you need to get a project completed on time?
8. Do you have a list of current/past clients that I can have to check your references?
9. Why did you choose this type of work?
10. What skill sets do you have for this type of work?

11. Some of the work I may ask you to do may be of a confidential nature. Give me an example of how you handle confidentiality for clients.
12. Do work out of your home or in an off-site location?
13. Do you accept credit card payments for work performed?
14. Do you bill through PayPal or other on line payment services?
15. What is your “super power” in getting the job done?
16. Do you have a website for your business? What is the website address?
17. What is a typical workload for you?
18. Do you have a current driver’s license? (upon hire, get a copy of their license if they will be doing driving tasks for you).
19. Do you have car insurance? (upon hire, get a copy of their insurance card if they will be doing driving tasks for you). And check with their insurance company to make sure they are currently covered.
20. In one sentence, describe your work ethic.
21. May I see some of your work for other clients (example if you require them to do excel spreadsheets, ask to see one that they have done for another client)?
22. What’s the one thing you like best about the type of work you do?
23. What’s one thing that you dislike about the type of work that you do?
24. What type of learning style are you: auditory, visual, kinesthetic?

25. How do you handle errors that may have been made in work you have performed?