

Here are some important questions to NEVER forget to ask:

- 1) Do you have a legal driver's license and insurance?
- 2) Do you have a criminal record? If yes, what were you convicted of?
- 3) Are you punctual?
- 4) Will you have any issues working these hours (give them your hours)? Ask them about weekends and nights as well.
- 5) Do you have any issues lifting heavy boxes (up to 75lbs), and do you have anything in your medical history that would prevent you from vigorous physical activity?

It is important that they answer these questions for you in writing. You want to keep track of these in case there are ever any issues that arise.

In terms of the questions to help you determine if they are right for your team, focus on your company needs. Sculpt questions which are reflective of those values. Try to develop several questions that ask these different ways. Ask them, don't get them to write it and watch their reactions to your questions. It is important that you gauge how they answer your questions and if they will be a good fit for your company in the long run. Don't invest time into someone who will not work out in the long term.

First, tell them what your Core Values are, and ask them what their thoughts are. Tell them that they mean a lot to your company, and to the development of your team.

Here are some example questions that are reflective of OUR Core Values:

- 1) What will you do to quickly learn how to become an effective member of our team? (Imitative & Excellence)
- 2) If you tear a products packaging removing it from the case, what will you do? (Initiative, Excellence & Integrity)
- 3) If we are pressed for time on a time sensitive project, and it is time for your to leave – what will you do? (Excellence & Commitment)
- 4) If you break a tool that we don't use very often, would you approach me about it and what would you expect? (Integrity)
- 5) As you become better at your job, will you look for new ways to help the company grow, even if that means more work OR taking on new responsibilities? (Initiative & Excellence)

These were simply some sample questions. Develop your own around your Core Value structure. Remember, we focus on hiring the person, not the position.