

Sample Questions for Interviewing Applicants

Personally interview the applicant to review job requirements and qualifications in detail. The interview should be used to resolve any questions regarding the information obtained or omitted on the application form. Discuss the applicant's background and experience in a relaxed environment, encouraging the applicant to express his feelings about his qualifications and background.

Your organization should develop a list of questions to ask the applicant pertinent to your fleet operations as well as their past driving experience. Some examples of questions include:

- 1) Discuss your personal accident experience?
- 2) Do you obey the speed limit?
- 3) Have you had any tickets or citations within the last 5 years?
- 4) Have you every driven a van or light truck?
- 5) What would you do if you accidentally rear ended another vehicle?
- 6) What would you do if you struck a parked car accidentally.
- 7) Do you think it is necessary to inspect your vehicle?

You can also utilize a sample Employment Addendum For a Position Requiring Driving - See Exhibit II-8.2