

Sample Employee Interview Questionnaire

An employee interview questionnaire can be useful when collecting data about current training provisions. The data collected from this type of questionnaire will help you identify whether there are inefficiencies within roles or the organization, whether training is the best response, or whether the best response may be related to hiring practices (such as hiring individuals with different qualifications).

1. Provide a summary of your role. What do you do for the organization, and what are your primary responsibilities?

2. What does a day in your role look like? Complete the following table.

Task	Is the task essential to your role?	How much time per day to you spend on the task?

3. What qualifications do you have that apply to this role?

4. Do you have the support needed to succeed within your role? Explain.

5. How could the organization become more efficient? Discuss in relation to your role and the overall organization.
