

Candidates' skills and qualifications questions

- Do you have experience using X software for Y purposes?
- List all software you have used that's related to this position.
- Are you able to communicate (orally and in writing) in X language at a native level?
- Do you have a valid driver's licence?
- Mention two or three projects you have worked on that are relevant to this position.
- Can you provide a sample of your work? (e.g. link to an online portfolio or upload an attachment)

Cultural fit questions

- Why did you apply for this position?
- Why would you like to work with our company?
- How does this position fit in with your long-term goals?

General questions

- How did you learn about this job?
- Please list three references and their contact information.

Mini-tests that assess specific skills

Application form questions can also provide you an opportunity to review skills for certain roles. For example, if you're hiring:

- Editors, ask them to edit a short piece of text.
- Engineers, ask them to debug a piece of code.
- Translators, ask them to translate a paragraph.

Keep in mind, these tests won't fully represent applicants' skills, as in some cases it might be easy to search online for the correct answer or seek help offline. Combine these mini-tests with [pre-employment assessments](#) later on in your hiring process to get a fuller view of candidate qualifications.

Tips on how to evaluate candidates' answers in job application form questions

- **Use them to ask more detailed questions later.** Application form questions are good starting points for your [phone](#) or in-person interviews. For example, ask candidates to describe their past projects in detail, or elaborate on career goals they list in the job application.

Answering Application Form Questions

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