

Selection Question Guide

Selection questions are an excellent way to narrow down your applicant pool, learn more about your candidates, and differentiate your business from other practices by engaging candidates differently.

This guide provides an overview of the selection question process, sample selection questions, a tracker to help keep you organized, and a rating guide to help you score candidates' answers, applications, and resumes.

The Selection Question Process

In order for selection questions to function as a quick and efficient tool, it is important to approach their distribution systematically. To do this, follow the steps below.

1. Choose 2-3 **selection questions** listed on page 2, or create your own.
2. Create a **standard email** that includes your selection questions and a date for reply. A sample email can be found on page 3.
3. Send your standard email, then use the **Selection Question Tracker** on page 4 to list your candidates' names, email addresses, the date the selection questions were sent, the due date for responses, and mark if/when responses are received.
4. Narrow your applicant pool.
5. Read and rate the selection question responses, applications, and resumes of your remaining candidates using the **Applicant Rating Guide** on page 6.

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1. Choose Selection Questions

Choose 2-3 selection questions from the list below or create your own.

- Why do you want to work in veterinary medicine?
- Why are you interested in this particular role and our practice?
- What do you consider to be some of your greatest accomplishments?
- What are your career goals?
- Describe your perfect work environment.
- What should an employer expect from you as an employee?
- How have you made teams that you were on in the past more effective?
- What goals have you been able to set for yourself and achieve so far in your career or life?

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2: Create a Standard Selection Question Email

After you have chosen your selection questions, you will want to create a standard selection question email that will be sent to all applicants. This email should include your selection questions and the date which you expect to receive a response. A sample email is shown below and can be customized to suit your needs.



Thank you for applying to the **[Job Title]** position. As part of our application process, we would like you to answer the questions listed below. These questions will give us more insight into your professional skills, strengths, and goals.

Responses to these questions must be submitted no later than **[Month, Day, Year]**; late responses will no longer be considered for this position.

We greatly appreciate your interest in this position and look forward to receiving your reply.

Please reply to the questions below:

1. *[Insert Selection Question here.]*
2. *[Insert Selection Question here.]*
3. *[insert Selection Question here.]*

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3. Send Email & Track Candidate Responses

Once your standard email has been created, you will want to send it to your candidates. To do this in the most efficient way, send your email to multiple candidates at once using the Bcc option. This will save you time by eliminating the need to send separate emails. Additionally, the Bcc feature ensures that candidates will not see that you have emailed this message to any other recipients. When composing your email, type each candidate email address into the Bcc line and separate each email address with a semicolon. The Bcc email line is usually located towards the top of the email composition screen.

After sending your selection question email, use the tracker below to list your candidates' names, email addresses, the date the selection questions were sent, the due date for the responses, and mark if/when responses are received.

Selection Question Tracker

Candidate Name	Email Address	Date Sent	Due Date	Response Received (✓)

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4. Narrow Your Applicant Pool

After the selection question email has been sent and the responses have been gathered, you will want to begin narrowing your candidate pool.

First, eliminate any candidate who did not send back a response to the selection questions or replied after the due date. Then, skim the remaining responses, eliminating any that have multiple grammatical or spelling errors or contain incomplete answers.

5. Applicant Rating Guide

With your narrowed pool of applicants, you can use the *Applicant Rating Guide* on page 6 to help quantify and score each of the remaining candidates in two areas: skills/experience and behavior/attitudes. The rating guide can be used to evaluate all applicant materials including selection question responses, applications, and resumes.

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Applicant Rating Guide

Applicant Name _____

Skill & Experience

<i>List any fixed skill and experience requirements from your Success Profile.</i>	1 No skill or experience in this area	2 Some skill & very limited experience	3 Moderate level of skill & 1-2 years of experience	4 Very skilled & several years of experience	5 Expert & many years of experience

Behavior & Attitudes

<i>List any fixed behavior and attitude requirements from your Success Profile.</i>	1 Poor attitude / Won't fit with the team	2 Will likely clash with team / somewhat negative	3 Average cultural fit / Reasonable attitude	4 Positive attitude / Self-starter / compatible with team	5 A leader and role model / Will elevate the work of others