

BE THE BOSS

Interview Guide and Questionnaire

CANDIDATE:

VACANT POSITION:

INTERVIEWER:

POSITION:

DATE:

LOCATION:

OVERVIEW:

Prior to the interview:

1. Decide on the questions for the interview, key questions are included in this guide
2. Use the same questions for each applicant
3. Use this guide to record notes of the interview. Please consider the applicant may request to view these notes.

During the interview:

1. Greet the applicant and make them feel welcome
2. Advise the applicant the expected duration of the interview
3. Explain that notes will be taken to ensure their responses are captured accurately
4. Explain the applicant will have time to ask questions towards the end of the meeting

After the interview:

1. Review the responses and determine scores on the Interview Rating Form.
2. Add appropriate comments which can be used for feedback

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Please provide us with a brief overview of your career history to date (go through resume and if necessary, find out reasons applicant has departed previous roles)	
What do you enjoy the most about your current role? What are the aspects of your role do you least enjoy?	
What is your understanding of this position and your motivation for applying?	
Can you describe a challenging situation that you've had to deal with in your role? How did you identify the problem? Were you able to resolve it? If not, why?	
Describe a time that there was pressure to meet a deadline. How did you manage the situation?	

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Provide an example of where you have had to make a decision on the spot. How did you feel about this? What was the outcome?	
Provide an example of when you've had to gather information while working on a particular task. How did you know what to ask?	
Can you describe a complicated problem that you've had to deal with in your role? How did you identify the problem? Were you able to resolve it? If not, why?	
Can you tell me about a time when a client/customer has complained to you? What was the complaint? How did you approach this? What was the outcome?	
What work environment in your previous roles as enabled your best work? Why?	

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Final Questions

Advise the Candidate that you do not have any further questions and ask if they any questions about the role or the Company.

Candidate questions:

Interviewer response:

Close the interview and next steps

Advise the Candidate of the next steps of the process, if applicable:

- You are continuing to review all applications
- Indicate when you will be in a position to advise the Candidate the progression of their application, for example within days.
- Indicate if they do progress to the next round, whether a subsequent interview will be required
- If appropriate, ask the Candidate for their references and if you may complete a reference check
- Thank the candidate for meeting with you today

Note any further comments from the Candidate (and the Interviewer's response):

CONFIRMATION BY INTERVIEWER

I, the Interviewer, confirm that this is a true and accurate record of the interview held with the candidate.

Signed.....

PRACTICAL TIPS

- Avoid asking questions that could be viewed as discriminatory, such as if the Candidate is married or planning to start a family