

## Sample Interview Guide

Date: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Name of Interviewer: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

### Preparation Prior to Interview

1. Review application materials, including resume and any application forms completed
  - Decide which past experiences are most relevant to the specific job the applicant has applied for
  - Are there any jobs which are unclear that you would like clarification on?
  - Are there any gaps in employment dates?
2. Review the competencies required of the specific role the applicant has applied for
  - Prepare relevant competency based questions

### Opening the Interview

Greet the applicant and provide your name and position

Explain the interview's purpose:

- To acquaint interviewer and applicant
- To learn more about the applicant's background and experience
- To help the applicant understand the position they have applied for and the organisation

Describe the interview plan:

- Briefly review past experience
- Ask questions to get specific information about those experiences
- Provide information about position and organisation
- Answer candidate's questions about the position and organisation
- Point out that you both will get information needed to make good decisions
- Indicate that you will be taking notes throughout the interview

### Discussion of background

Confirm Educational Background stated on resume and if further education has been completed, the motivation for completing the studies

Discuss past roles – ask the applicant to discuss their responsibilities of each role

Ask competency based interview questions

Discuss the following with the applicant:

- Ideal next role
- Career goals
- Greatest working achievement to date

Discuss the position the applicant has applied for including:

- the position responsibilities
- the wider organisation and where the position fits
- who the role reports to
- personality / culture of the team and organisation
- future development opportunities / likely career path
- hours
- location
- salary on offer – confirm this is in line with what the applicant is seeking

### **Closing the Interview**

Is there any additional information required?

- Review notes to make sure all areas above have been covered off
- Ask any additional questions

Ask the applicant if they have any questions they would like to ask

- Note down the questions for possible future review

End the Interview

- Explain next steps in selection process
- Thank applicant for productive interview

### **Post Interview**

Consider the applicants observable behaviour

- Was it appropriate?
- Did the applicant appear relaxed? At ease?

Consider responses to the competency based interview questions

- Were they adequately answered? i.e. how recent was the example, what was the impact, how similar was the example to the position the applicant has applied for
- Provide a rating to assist with making a final decision

Sample rating guide:

- 5 - Much more than acceptable (Significantly exceeds criteria for successful job performance)

- 4 - More than acceptable (Exceeds criteria for successful job performance)
- 3 - Acceptable (Meets criteria for successful job performance)
- 2 - Less than acceptable (Generally does not meet criteria for successful job performance)
- 1 - Much less than acceptable (Significantly below criteria for successful job performance)

Prepare a brief statement as to suitability of the position they have applied for and the overall organisation / team (this will assist with comparing the applicant to other's who are interviewed for the same role).