Interview Questionnaire

ROLE TITLE

Candidate Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interviewers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Score X / Y

**Experience**

Please take us through your CV outlining any details that you feel are particularly relevant.

Please outline you experience with regards to:

Outline key experience areas relevant to the role e.g.:

* Administration – Filing etc.
* Time Management
* IT Systems
* Customer Service
* Researching etc.

Each question that you ask should have a score out of five.

\_\_/5

This is a good opportunity to ask about the knowledge of the company. This should outline the amount of research conducted by the candidate and their preparation for the meeting

\_\_/5

What attracts you to this role? This question identifies the motives for applying – is it just a job or are they genuinely interested in working in the position

\_\_/5

**Competency Questions**

Competency questions should be designed with the intention of identifying how the candidate reacted to workplace challenges in the past.

Avoid hypothetical situations what would you do if….

Ask questions in the format of, can you tell me about a time that you….

* Give the candidate time to think of a relevant situation
* Be sure to understand your own question in case they ask you to elaborate
* Look for a logical response to the question:
  + Situation
  + Task
  + Action Result
* It doesn’t always need to be a positive outcome, but it should identify a learning by the individual.
* Competency questions should relate to the role. Consider common challenges that the role will present and ask the candidate how they responded to this in the past.

**Examples:**

Competency: Multi-tasking/Managing busy workload:

Can you give me an example of a time when you were especially busy at work - how did you manage your workload during that time?

\_\_/5

Competency: Building Relationships

A large part of this role will involve building relationships with key contacts. Can you give a specific example of a time where you had to build a relationship with another stakeholder and what steps you took to do so?

\_\_/5

Competency: Time Management

Workload and time management are crucial in this role. Can you please outline a time that you give me an example of a time that you had to manage conflicting deadlines and the steps that you took.

\_\_/5

**Candidate**

Candidate Questions should be unscored.

Any Questions?

Notice Period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Salary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Holidays planned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SAMPLE INTERVIEW QUESTIONS

**Work Experience**

What do you think are your best skills?

What qualifications/experience do you have that relate to this position?

Please describe the main responsibilities of your current/previous position?

Give me an example from a previous position where you have shown initiative?

What is important to you in a job?

**Communication skills**

What different styles do you adopt when approaching different people? Please give examples.

**Planning /Organizing**

Tell me about an occasion when work was particularly busy?

What steps did you take to address this?

Were you able to take steps to avoid this situation in the future?

**Interpersonal skills**

Describe a situation which was particularly difficult to handle with a colleague or customer?

**Judgment/decision-making**

Describe a time when you had to make a decision within your role?

What process did you follow to make the decision and what was the outcome?

**Drive for results/accountability**

Can you describe what motivates you in your job?

In which areas do you feel you would like to develop yourself further?

**Initiative**

What have you done recently that was beyond the call of your normal duties?

Describe a time when you implemented a procedure to help make your job or that of your team run more smoothly.

What was the procedure? How did you go about organizing it? What was the result?

**Problem solving/Analytical skills**

Describe a time when you could not solve a problem on your own.

What did you do? Who did you consult with? What was the outcome?

**Team work:**

Do you work better alone or as part of a team?

Describe a time when you were asked to handle a co-worker’s workload while he or she was away?

Please describe the effect of the extra work on your own workload and how you handled it?