



1ST FACE TO FACE INTERVIEW FORM

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Candidate name:

Role applying for:

Interview date:

Interviewer(s):

Interview Schedule

Approximately 1 hour for:

- Welcoming the candidate and making them feel at ease.
- Introducing yourself/yourselves and explaining firm's interview process.
- Asking the candidate about what they know of your firm, and then telling them a bit about your business to inspire them about the prospect of working with you.
- Asking the candidate to briefly walk you through their CV. This will provide a natural opportunity to ask specific details about the things that stood out during the CV screening stage.
- Confirming role details by providing an overview of the job spec. Then selecting key responsibilities from the spec and asking for examples of relevant experience and contributions that the candidate would make if hired.
- Going through a selection of interview questions (see the last page).

Approximately 1.5 hours for:

Undertaking a battery of tests. The exact time will depend on your choice of tests. Testing is to comprise of:

- Generic skills testing e.g. IT skills, accuracy etc.
- Role specific testing (see example questions for specific roles). If possible, use the most challenging cases that you had to deal with to create case studies and scenarios for your tests.

Approximately 30 minutes for:

- Discussing candidate's expectation in relation to the salary, benefits, potential start date, planned holidays and any other timing considerations.
- Time for the candidate to ask questions (Please make sure to explain that there will be more time for this, if they get through to the 2nd face-to-face interview).
- Explaining next steps.

Interview Notes

Important Details

Current package:
(Salary, benefits & other)

Expected package:
(Salary, benefits & other)

Notice period:

Holidays booked:

Dates unavailable for
2nd interview:

Other timing
considerations:

Interview Scorecard

Area	Performance				Notes
	Exceptional	Good	Average	Poor	
Overall performance					
Role specific knowledge					
Relevant experience					
Skills					
Qualifications					
Technical ability					
Accuracy					
Values					
Attitude					

Conclusion	Yes	No
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2nd Interview

If yes, areas to probe at 2nd interview

Example Interview Questions

First consider if there are any questions that you want to recap on, or probe post the telephone interview. If not, here are some example questions for your consideration:

1. Can you tell me why you are considering a move from your present company and or role?
2. If we were having this meeting in 5 years' time what would need to have happened for you to feel happy and fulfilled both personally and professionally?
3. How does this job fit with your career plans?
4. If you could work for any company in the world (ignoring your current geographical location, skills and experiences), who would you work for and why?
5. Why are you interested in working with us?
6. Please tell us why you wanted to interview for this role?
7. What can you bring to this position? Please provide some examples.
8. Please give us examples of previous relevant experience to this role.
9. Thinking of your past roles:
 - What aspects of your roles did you enjoy the most?
 - What aspects of your roles did you enjoy the least?
 - What were your achievements that you are most proud of?
 - What could have gone better?
10. What are your expectations of us as your employer?
11. What interests you the most in your work and what aspects do you find most fulfilling?
12. Which jobs have given you the greatest satisfaction?
13. When you were little, what did you want to do when you grew up and why?
14. What companies/brands do you admire and why?
15. What did you spend money on as a teenager and how did you get that money?
16. How would your boss describe your work?
17. How would your best friend describe you?
18. When you feel stressed what helps you minimise the impact of it on your wellbeing and clarity of thought?
19. What do you consider to be your main strengths?
20. What do you consider to be your main weaknesses?
21. How do you like to spend your free time?
22. What is your favourite book and why?
23. What is your favourite film and why?
24. What types of decisions do you find difficult to make? Why do you think that is?
25. When did you last have a good debate and what was the topic of it? What was the outcome of it?
26. In your view, what are the major challenges/opportunities facing this industry? If it was up to you, how would you utilise these to the firm's advantage?
27. As a leader how do you inspire others and instil confidence?