

# Telephone Interview

*Job Role*

*Name of Candidate*

*Date of Interview*

*Interviewer*

*Measurables*

*Score  
1-5*

*Organisation*

*Example*

Can you give me an example of how you go about organising your day/project etc

*Action*

Can you give me an example of how you go about prioritising your workload

*Result*

*Accuracy & Detail*

*Example*

Can you give me an example of when your work required extreme attention to detail and accuracy

*Action*

*Result*

*Advise Better  
Live Better*

*Pressure & Deadlines*

Can you give me an example of when you have worked under pressure and to a deadline?

*Example*

*Action*

*Result*

*Team Working*

Can you give me an example of how you played a distinctive part of a team?

*Example*

What role do you naturally assume in a team?

*Action*

*Result*

*Client Focus*

Can you give me an example of when you have had to use your client service skills to the optimum?

*Example*

*Action*

*Result*

*Advise Better  
Live Better*

*Personality Questions*

1

Chose three words that best describe you?

Give me an example to justify your choice for each word?

2

3

*Advise Better*  
*Live Better*

