



TELEPHONE INTERVIEW

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Please allow 30 minutes for the interview, plus additional time for finalisation of your notes

Role Applying For:

Date Of Interview:

Name Of Candidate:

Interviewer:

Measurables

Score 1-5

Organisation

Can you give me an example of how you go about organising your day?

Example:

Result:

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

Example:

Result:

Accuracy & Detail

Can you think of an instance when your work required extreme attention to detail and accuracy?

Example:

Result:

Pressure & Deadlines

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

Example:

Result:

Team Work

Can you think of an instance when you have played an important part of a team?

Example:

Result:

What role do you naturally assume when in a group of people?

Answer:

Client Service

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

Example:

Result:

Personality Questions

Choose three words that best describe you?

1:

Please give me examples to justify your choices?

2:

3:

Ideal Working Environment

Can you describe your ideal working environment? (help the candidate let go and to share their dreams)

Description:

Goals & Objectives

What are your long & short-term goals & objectives?

Long-terms goals:

Short-term goals:

Where do you see yourself in 5 to 10 years' time?

Where do you see yourself?

Measurables

Score 1-5

Motivation

What does it mean to you to be successful?

Meaning of success:

What motivates you to go an extra mile?

Motivations:

Result

Regret:

1st Face-to-Face :

Total Score :