

1st Face To Face Interview Form

Job Role:

Name Of Candidate:

Date Of Interview:

Interviewer:

Step-By-Step Approach:

1. Welcome the candidate and make them feel at ease
2. Introduce yourself and explain the company interview process
3. Ask the candidate how much, if anything, do they know about your company. Gap fill and make the candidate excited about the perspective of working with you.
4. Ask the candidate to briefly walk you through their CV (this will provide a natural opportunity to ask specific details about the things that stand out)
5. Confirm role details (give an overview of the job spec) and select key responsibilities from the job spec to ask for examples of relevant experience and contributions that they would make
6. Go through a selection of 'interview questions'
7. Test relevant 'technical abilities' (think of examples of your most difficult cases)
8. Establish expected salary, potential start date and any planned holidays or time off
9. Ask them if they have any questions but explain that there will be much more time for this if they get through to the 2nd interview
10. Explain the next steps

Interview Notes:

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Candidate Summary:

A B C D Notes:

General Knowledge

Qualifications

Relevant Experience

Skills

Technical Ability

Accuracy

A = Exceptional; B = Above average; C = Acceptable; D = Below standard required

Important Details:

Current Package

Salary:

Benefits:

Other:

Package Expectations

Salary:

Benefits:

Other:

Notice Period

Holidays Booked

Dates Unavailable For 2nd Interview

Conclusions (Internal Use Only):

2nd Interview

Yes

No

If yes, areas to probe
at 2nd interview

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Example Interview Questions (Choose A Selection)

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. If we were having this meeting in 5 years' time what would have had to have happened for you to feel happy and fulfilled both personally and professionally?
2. Why are you interested in working with us?
3. Please tell us why you wanted to come for an interview for this position?
4. What do you think you can bring to this position? Can you give me some examples?
5. What are you expecting of me as your employer?
6. In your view, what are the major challenges/opportunities facing this industry and how to stay one step ahead of the game?
7. Please provide 3 reasons why we should choose you for the role you have applied for?
8. Can you tell me why you are considering a move from your present company?
9. Please give examples of previous relevant experience to this role
 - What was your role?
 - What did you enjoy the most?
 - What were your achievements?
 - What did you do well?
 - What could you have done better?
10. How does this job fit into your career plan?
11. What companies/brands do you admire and why?
12. 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?
13. When you are stressed do you like to be left alone or do you like to be offered reassurance?
14. As a leader how do you inspire and provide direction and confidence?
15. How do you provide direction when it doesn't fall under your job description?
16. What are your strengths?
17. What are your weaknesses?
18. What did you spend the money on as a teenager and how did you get that money?
19. What interests you most in your work?
20. How would your boss describe your work?
21. Name as many uses for a lemon as you can
22. What decisions do you find easy to make?
23. What decisions do you find difficult to make?
24. When did you last have a good debate and what was the topic of it? What was the outcome of it?
25. Which of your jobs have given you the greatest satisfaction?
26. When you were little, what did you want to do when you grew up?
27. How do you like to spend your free time?
28. What is your favourite book and why?

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