

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.

Action

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

Result

Accuracy & Detail

Example

Can you think of an instance 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 Work

Can you think of an instance when 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*

