

1st Face to Face Interview Form

Job Role

Name of Candidate

Date of Interview

Interviewer

Step by Step Approach

- 1.* Welcome the candidate
- 2.* Make the candidate Feel at ease
- 3.* Introduce yourself and explain the company interview process (obtain dates unavailable For 2nd Interview)
- 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)
- 6.* Select key responsibilities from the job spec and ask for examples of relevant experience and contributions that they would make
- 7.* Go through a selection of 'interview questions'
- 8.* Test technical ability if relevant (think of examples of your most difficult cases)
- 9.* Establish expected salary, potential start date and any planned holidays or time off
- 10.* 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
- 11.* Explain the next steps

General Comments

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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. How much, if anything, do you know about this Company? (gap fill)
2. 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?
3. 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?
4. We are looking for highly motivated and committed people, what skills and abilities could you bring to the company? Can you give me some examples?
5. Tell me a bit more about yourself
6. How do you like to spend your free time?
7. What is your favourite book?
8. We have had several applicants apply for this position; give me 3 reasons why we should choose you?
9. Can you tell me why you left/wish to leave your current position?
10. When you are stressed do you like to be left alone or do you like to be offered reassurance?
11. As a leader how do you inspire and provide direction and confidence?
12. How do you provide direction when it doesn't fall under your job description?
13. What motivates you?
14. Tell me why you wanted to come for an interview for this position
15. Why should we give you the job?
16. What are your strengths?
17. What are your weaknesses?
18. How do you decide on your objectives?
19. What interests you most in your work?
20. How would your boss describe your work?
21. Name as many uses as you can for a lemon
22. What do you think you can bring to this position?
23. Why are you considering a move from your present company?
24. Do you like to work in a team or on your own?
25. What other jobs have you applied for recently?
26. What decisions do you find easy to make?
27. What decisions do you find difficult to make?
28. How does this job fit into your career plan?
29. Which of your jobs have given you the greatest satisfaction?
30. In your view, what are the major challenges/opportunities facing this industry and how to stay one step ahead of the game?
31. When you were little, what did you want to do when you grew up?
32. What are you expecting of me as your employer?
33. How do you put a giraffe into a fridge? (Answer: you open the door and put the giraffe in - it happens to be a miniature)

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Candidate Summary

A B C D

Notes

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

Knowledge

Qualifications

Relevant Experience

Skills

Important Details

Current Package

Package Expectations

Notice Period

Holidays Booked

Dates Unavailable
For Second Interview

Conclusions

2nd Interview Yes No

IF Yes, Areas To Probe
At 2nd Interview

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