



INTERVIEW GUIDE

Position: _____

Applicant's Name: _____

Interviewer/s: _____

Date/Time of Interview: _____

Interview Type:

1st

2nd

Final

Introduction

- ✓ Welcome candidate
- ✓ Interviewers to introduce themselves
- ✓ Offer the candidate water
- ✓ Confirm the length of the interview
- ✓ Explain to the candidate how the interview will be approached
- ✓ Advise the candidate you will be taking notes
- ✓ Encourage the candidate to ask questions along the way
- ✓ Open by explaining the role and giving it context

Ratings Table

3	Has exceeded competency requirements
2	Competency requirement met
1	Some evidence of competency shown
0	No evidence of competency shown

Ask the candidate to describe their background succinctly and what has brought them to applying for this job:

Competency-Based Interview Questions

1. Continuous Improvement in role	Rating:
<u>Look for:</u> Strong ambition to be part of a growing organisation and contribute to its long-term success and profitability? Being a true ambassador of the company culture, ambition to be the key driver to competence development, motivated by continuous improvement and results.	

- Describe what you would bring to this role to ensure its ongoing development and value ad?

Event	Action	Result

2. Influential Skills	Rating:
<u>Look for:</u> Perseverance, ability to shape perceptions, dealing with a wider audience, articulating thoughts/ideas clear with the ability to win over the many, dealing with different levels of an organisation, adjusting message to get optimum result, modifying behaviour to influence opinions, presenting convincing arguments.	

- Give an example of when you had to handle an objection to a business case/suggestion you presented and were very passionate about?

Event	Action	Result

3. Contributing to a High Performing Team

Rating:

Look for: Taking personal accountability, Feeling a sense of responsibility in role, working unsupervised, setting personal targets and reaching them, delivering on commitment, meet deadlines, not waiting to be told but being proactive, showing initiative, prepared to ask for help when needed, honest in dealing with others, good personal perception of performance, genuine interest in contributing to a team, a desire to achieve a result, good cooperation across all departments and contributing to the achievement of their goals

- Tell me about a time when you were placed in charge of an important project...how did you go about ensuring you delivered a result?

Event	Action	Result

Summary Questions

- What are your expectations of this role and where would you require the most support?

- If successful, how do you see yourself spending the first 6mths of your role?

- What expectations have you of your manager if successful in this role?

- Any other comments you may wish to add in support of your application.

Closing

- ✓ Candidate questions
- ✓ Disclose critical aspects of the role (e.g. travel interstate)
- ✓ Next step/s in the process
- ✓ Timelines
- ✓ Thank the candidate for their time