

CANDIDATE NAME	new111		
DATE & TIME OF INTERVIEW	29/11/2023 7:56	LOCATION/VIRTUAL	mad
INTERVIEWER 1	Joe Bloggs	INTERVIEWER 2	Joe Bloggs
JOB/ROLE		DATE ADVERTISED	29/11/2023
REF NO		BU	

INTRODUCTION

- Welcome the candidate and if they are onsite offer them a drink
- Introduce all interview participants by name and title
- Put the candidate at ease if they are nervous and take time for small talk and rapport building
- Your recruiter/HR Representative will have provided a company overview and a detailed briefing regarding the role and requirements. HOWEVER, please provide an overview of the role in your own words
- Explain the interview process

***** PLEASE USE THE FOLLOWING RATING SCALE WHEN ASSESSING COMPETENCY/FOCUS *****

5	4	3	2	1
Excellent Evidence	Good/Strong/Solid Evidence	Some/Mixed Evidence	Poor/Limited Evidence	No Evidence
Candidate provides a thorough, relevant, and well-structured response to the question. Response is well thought-out and well communicated. The candidate has addressed all aspects of the question and does not require probing.	Candidate provides a good relevant response to the question. The response is considered, well-structured and the candidate has addressed most aspects of the question and any probing required is minimal.	Candidate provides an acceptable response to the question. The candidate has addressed the question, although there may have been some probing needed and not that well-structured.	Candidate has failed to provide an acceptable response to the question, even when probed on numerous occasions. The answers were vague or incomplete.	Candidate has failed to answer the question in its entirety.

Ask the candidate to talk you through their CV from the start explaining their reasons for leaving each role	
ask hhh	
Current salary and package	salary
Salary aspirations	
Notice period	
What appeals to you about our business and this opportunity?	
Specific job-related technical question	respuesta
Specific job-related technical question	erssk
Ask the candidate if they have any questions?	

Competency	Descriptor	Rating
Ambiguity (tolerance for)	Effectively able to cope with change; shifts gear comfortably; decides and acts without having the total picture; comfortably handles risk and uncertainty. Demonstrates the ability to function in unstructured work environments and/or uncertain conditions (includes the ability to work in situations where one has little or no control).	
Questions	Notes/Comments/Evidence	
Give me some techniques you have used to maintain effective working relationships in less than perfect working conditions		
Despite stress, pressure, and change, how do you continue to accomplish your work satisfactorily? Give some examples		
How would you approach a situation where there were no clear guidelines and there were several options to choose from? Give an example and the outcome		
What are some of the best overall tips and techniques for coping with uncertain and changing work environments?		
Overall Rating		0

Competency	Descriptor	Rating
Attention to detail	Directs attention to the task at hand in order to avoid making mistakes. Prepares and carefully reviews figures, computations, reports, etc., to identify any errors or problems; ensures consistency and that information can be understood by all who read it. Shows concern for all aspects of the job no matter how small.	
Questions	Notes/Comments/Evidence	
Describe a situation where you discovered a mistake prior to distributing the product (report, letter, etc.).		Good/Strong/Solid Evidence
Overall Rating		4

Competency	Descriptor	Rating
Being a quick study	Quickly learns and applies new information, skills, and processes to new and unfamiliar situations and tasks. Builds upon current knowledge and skills; quickly grasps the essence and underlying structure of situations and will exhaust all possibilities to find solutions. Has a thirst for learning.	
Questions	Notes/Comments/Evidence	
Tell me something new and challenging that you have learned in the past three/six/twelve months. What motivated you to learn this and how did you go about it?.		
Describe to me a recent project you carried out. What went well with it? If you could start again with your current knowledge, what would you do differently?		
Overall Rating		0

Competency	Descriptor	Rating
Business acumen	Knowledgeable in current and possible future policies, practices, trends, and information affecting his/her business and organization. Knows the competition; is aware of how strategies and tactics work in the marketplace.	
Questions	Notes/Comments/Evidence	
Tell me about a competitor's product that you feel is impacting the way you do business. How did you learn about this and what did you do with the information?.		
Describe what you have done on the last month to up to date on industry trends. How have you utilized this information in your current and/or past position(s)?.		
Describe what you have done in the last month to keep up to date on new products or services. How have you integrated this information into your work plan for customers?.		

Overall Rating **0**

Competency	Descriptor	Rating
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Conflict management and resolution	<p>Reads situations quickly and deals effectively. Steps up to conflicts and sees them as opportunities.</p> <p>Finds common ground and gets cooperation without disruption to workflows or interpersonal relationships.</p>	
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Questions	Notes/Comments/Evidence
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Describe a situation where conflicting priorities in your processes and/or objectives prevented you from working effectively. How did you resolve the conflict and what was the outcome?.

Describe a time when someone shared their frustrations about another person with you. What advice did you give? What was the result?.

Overall Rating **0**

Ask the candidate if they have any questions?

CONCLUSION

- Describe NEXT STEPS (incl timeframes)/OR how a decision will be communicated and an expected date of decision
- Ask them what other roles they are pursuing and check the timelines
- Thank the applicant for their time

CONSTRUCTIVE CANDIDATE FEEDBACK (Factual, tactful, supportive, and helpful to support your assessment and decision)