**INTERVIEW QUESTIONNAIRE**

**Candidate Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Interview: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Interview Panel Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**INTRODUCTIONS AND INTERVIEW FRAMEWORK**

1. **Greet the candidate and acknowledge the candidate’s application.**
2. **Explain the interview process.**

* We have allowed 30-45 minutes for the interview.
* At the end of the interview, I will inform you of next steps in the recruitment process and answer any questions you may have.

1. **Explain how privacy is maintained.**

* The information you provide will be kept confidential and only used for the purpose of this recruitment process.

1. **Briefly explain the business, the role and expectations.**

**INTERVIEW RANKING SCALE**

1. **Poor: Significantly below expectations for the position**
2. **Good: Response meets expectations of the position**
3. **Very Good: Response exceeded expectations of the position**
4. **Excellent: Response was outstanding**

**Circle applicable ranking under each question**

**INTERVIEW QUESTIONS**

1. **Please tell us what you know about the company and what attracted you to this position?**

**Ranking: Poor Good Very Good Excellent**

1. **Please tell us about your employment history relevant to the position you have applied for:**

**Ranking: Poor Good Very Good Excellent**

1. **Please describe your strengths in relation to the position and any areas you may need to improve in:**

**Ranking: Poor Good Very Good Excellent**

1. **Please describe how you keep organised at work?**

**Ranking: Poor Good Very Good Excellent**

1. **Due to the industry we operate in our workforce currently includes only a small component of woman. We are very supportive of diversity and our aim is to increase the ratio. Considering this, what could we do as a company to assist you if you are successful in obtaining this position?**

**Ranking: Poor Good Very Good Excellent**

1. **Please tell us about your career aspirations.**

**Ranking: Poor Good Very Good Excellent**

1. **We are offering this position on both a full time and part time basis.**

**Please outline what arrangements you are seeking?**

**Ranking: Poor Good Very Good Excellent**

**That’s the end of the questions.**

**Do you have any questions about the job or the company?**

**We have a couple of points to cover:**

**What is your salary / hourly rate expectations?**

**If successful, what is your availability to commence in the position?**

**We undertake reference checks and will be in contact about these if needed.**

Thank you for meeting with us. Next steps are that we are finalising interviews and will be back in touch with you relating to the outcome of the interview process.

**Interview Assessment**

**Recommend to progress to next stage: Yes / No**