**Task 2: Interview Guide & Questions**

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| **Job title:** |  |
| **Date and time of interview:** |  |
| **Selection panel:** |  |
| **Applicant:** |  |

* Use one guide for each applicant and score them on their answer for each question. Scores should then be added up and used when making a decision.
* Decide which questions will be asked by each member of the panel.

**Scoring** – applicant’s answers should be scored as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **0** | No answer given or answer completely irrelevant. No examples given. | **2** | Some points covered, not all relevant. Some examples given. | **4** | Good answer. Relevant information. All or most points covered. Good examples. |
| **1** | A few good points but main issues missing. No examples/irrelevant examples given | **3** | Some points covered. Relevant information given. Some examples given. | **5** | Perfect answer. All points addressed. All points relevant. Good examples. |

**Weighting** – questions can be **weighted 1 (low importance)** or **2 (high importance)** to reflect their overall importance to the position.

Questions and weighting

| **Question categories** | **Questions** | **Applicant’s responses** | **Weight(1-2)** | **Score(0-5)** | **Total** |
| --- | --- | --- | --- | --- | --- |
|  |
| Work history & RelevantExperience | 1. |  |  |  |  |
| 2. |  |  |  |  |
| Education and Training | 3. |  |  |  |  |
| Personality, motivation and character | 4. |  |  |  |  |
| 5. |  |  |  |  |
| **Total score (skills and knowledge)** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Follow up questions** | **Applicant answer** | **Weight(1-2)** | **Score(0-5)** | **Total** |
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| How much notice do they have to give?  |  |  |  |  |
| When can they start? |  |  |  |  |
| *<Additional questions>* |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total score (additional)** |  |

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| **Referee contact details:** |

Now give the applicant an opportunity to ask any questions that they might have and answer them.

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Ending the interview:

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| * Thank the applicant for attending the interview.
* Let them know what happens next i.e. when you will be making your decision and how you will be letting them know the results (applicants who have attended the interview should be made aware of your decision either way).
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