

Interview and Evaluation Guide

ACTION CHECKLIST

Transform Your HR Challenge

1. Gather all employees who are responsible for interviewing.
2. Distribute the Interview and Evaluation Guide.
3. Explain the process and *why* it is important (prepared, consistent interviews lead to better hires).
4. Pair off; one employee should be the “candidate” and the other, the “interviewer. To depersonalize it, use a random resume and have the “candidate” give answers based on this resume.
5. Practice interviewing for 20 - 30 minutes. The parties should then discuss the interview and offer constructive criticism as needed.
6. Reverse roles and go another round for 20 - 30 minutes.
7. Continue training as needed.
8. Meet again as a group and discuss (benefits of the process, tweaks needed, etc.).
9. Establish your template for all interviews going forward.

Need a Word version of this guide so you can modify it? Let me know (Bill [at] AspireHRConsulting.com) and I will send it to your inbox.

Interview and Evaluation Guide

Interviewer Name: _____ Date: _____

Applicant Name: _____

Introduction

Applicant completes application form.

Interviewers introduce themselves and their role and briefly discuss the following:

- Description of the company and its products/services
- We are looking for a _____

Warm-up question	Comments and Rating (5=highest/best 1=lowest/worst)
<p>1. What kind of work do you like to do? <i>(Rate how relevant is that to this job?)</i></p>	5 4 3 2 1
Skills questions	
<p>2. What kind of projects have you been involved in that included _____? And what responsibilities have you had on a day-to-day basis.</p> <p>Give us an example of a project that you worked on, what you did specifically, and the results.</p> <p><i>(focus on what candidate did, not what the team did).</i></p>	5 4 3 2 1
<p>3. Have you used _____? If so, how have you used them?</p> <p><i>(look for knowledge of relevant tools and technology)</i></p>	5 4 3 2 1

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<p>4. How do you check your own work?</p> <p><i>(look for how understanding of work process)</i></p>	<p>5 4 3 2 1</p>
<p>5. Describe the PROCESS you use in order to meet deadlines, track tasks, and how do you manage that. Give an example from your last position.</p> <p><i>(look for: tools, terminology, communication)</i></p>	<p>5 4 3 2 1</p>
<p>6. What special aspects of your education and training prepared you for the job you're describing</p> <p><i>(look for: education, hand-on, resourcefulness)</i></p>	<p>5 4 3 2 1</p>
<p>7. Any other aspect of your experience that you would like to bring to our attention?</p>	<p>5 4 3 2 1</p>
<p>Organizational Fit</p>	
<p>8. Tell us about a time that you failed, what was the failure and how did you turn it around?</p> <p><i>(look for poise, what was learned, humility)</i></p>	<p>5 4 3 2 1</p>
<p>9. How much, if any, interaction with clients / customers have you experienced in the past. Give us an example.</p> <p><i>(look for communication skills, confidence)</i></p>	<p>5 4 3 2 1</p>
<p>10. If you were hired for this job, what would be the next position in the company for you? Why?</p> <p><i>(look for motivation and ambition)</i></p>	<p>5 4 3 2 1</p>

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11. What skills and knowledge do you feel you need to develop to prepare yourself for your next job? <i>(self-awareness, confidence, ambition)</i>	5 4 3 2 1
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Ask the candidate:

- Does the applicant have any questions?
- Describe the next step in the process.

Overall Ratings: (circle one)

Technical Skills:

- 5 = can do all aspects of the job today
- 4 = can do all aspects of the job with a little training
- 3 = will be able to do most of the job with proper training and supervision
- 2 = limited but can do certain aspects of the job
- 1 = not qualified

Organizational Fit:

- 5 = fits the profile of a confident, factual, pleasant person with potential to grow
- 4 = fits most of the profile, may be a little less than perfect but no problems
- 3 = will come to work and do their job but will require a fair amount of supervision
- 2 = concerned about whether this person's personality will fit in here
- 1 = not a match at all

Overall Recommendation:

YES – continue interview process / offer job

NO – this candidate is not right for the job