

# SELECTION INTERVIEW FORM

<b>Candidate Name</b>	<b>Date</b>
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**Role Considered For:**

**General Questions**

Can you describe your current working situation?
Position and responsibilities?
What have you most enjoyed in your previous jobs? Why?
What have you not enjoyed doing/ don't want to do going forward? Why?
If you had a wish list – What would your ideal role entail?

Strengths (what would your peers and management describe as your strengths)	Why?
Weaknesses (what are the Chinks in your armour)	Why?
Training Required / Desired	
Personality: how would colleagues describe you/ how about friends?	
Ideal Team:	Ideal Work Environment:
Career Aspirations, Long term – Short term	What kind of manager brings out the best in you?

## GENERAL QUESTIONS

Is there anything else you would like to add - anything that you think that we should consider in this selection process?

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Do you have any questions regarding the role or the process that we are going through?

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Key steps from here -

Where are we at with the selection process?

When will we be advising the outcome of this selection process?

Thanks for your time etc.

**THANK YOU.**

## Agreed Selection Criteria Assessment Sheet

Selection Criteria	Rated Level				Weight	Total
	0	1	2	3	3 - critical 2 - important 1 - necessary 0 - n/a	
<b>Experience – Eligibility</b>						
Planning & Organising						
Team						
Relationship Bldng						
Follow up						
1. Assign a points score for the criteria 2. Multiply by the weighting factor 3. Total the points				4. Divide by no. of categories 5. Result is the average		Average

Strengths:

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Development areas:

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**Overall (tick one)**

<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
Doesn't Meet Expectations	Partially Meets Expectations	Meets Expectations	Exceeds Expectations