

SELECTION INTERVIEW FORM

Candidate Name	Date
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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?

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

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 3 - critical 2 - important 1 - necessary 0 - n/a	Total
	0	1	2	3		
Experience – Eligibility						
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:

Development areas:

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