|  |  |  |  |
| --- | --- | --- | --- |
| **Candidate Name:** |  | **Date:** |  |
| **Position:** |  | **Candidate Name:** |  |
| **Format:** |  | **Name of Interviewer/s:** |  |
| **Grade:** |  | **Location:** |  |

*Ensure that your scores compare the quality of answer against your set criteria:*

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| --- |
| **Rating Scale** |
| **5** | Significantly Exceeds Expectations  |
| **4** | Exceeds Expectations |
| **3** | Meets Expectations (Meets criteria for successful job performance) |
| **2** | Below Expectations |
| **1** | Significantly Below Expectations |

**Interviewing format Guideline**

1. Welcome the candidate – Remember to introduce yourself and explain the interview format covering off the following:
* Candidate comfort – Do they need a glass of water? Is the interview location private?
* State the expected duration of the interview
* Provide information about the position and wider team
* Ask a mix of structured questions ensuring that you ask follow-up questions
* Allow time for questions from the candidate
1. Ensure that you sight necessary legal documents i.e. Right to work in AU/NZ and qualifications
2. Understand the candidate’s work background (if any) and motivation for changing roles
3. Technical questions
4. Behavioral questions
5. Candidates questions

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| **VERIFICATION** |
| **Right to work documents sighted.*** Australia Birth Certificate
* Australian Citizenship Certificate
* Australian or New Zealand Passport
* If Foreign Passport is a valid work visa present
* Evidence of permanent residence in Australia

**Proof of Qualification sighted?*** Graduation Certificate
* Certificate of Completion
* Trade Certificate
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| **WORK BACKGROUND** |
| **Looking at your work background, how do you believe your previous roles have prepared you for the challenges and opportunities I have described in this role?***(Remember to listen for an understanding of your role and how closely their experience to date matches it)* |

**Technical Questions:**

*All roles require a level of technical capability unless you are hiring for an intern or traineeship. Technical skills refer to the knowledge and ability required to successfully perform certain tasks. Examples of technical skills include:*

* *Software (programming languages, design packages, Microsoft Office suite etc.)*
* *Business (contract negotiation, project management, data analysis etc.)*
* *Managerial (interpersonal Skills, Mentoring, Strategic Thinking etc.)*
* *Digital Marketing (Blogging, Content Management, SEO, Web Analytics etc.)*

*Depending on the level of position you are recruiting for, it is important that you ascertain their technical competence at the start of the interview. If technical skills are a critical component of the role you are recruiting for and you learn through the interview that the candidate is simply not at the level you require, you may decide to politely end the interview at this point and thank the candidate for their time. If however, these skills can be taught, then it is highly recommended that you progress the interview through to the Behavioral questions. A list of Technical questions is available in the supporting documentation entitled ‘****Interview Question Library’****.*

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| --- |
| **TECHNICAL QUESTION 1:** |
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| **SCORE out of 5:** |

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| --- |
| **TECHNICAL QUESTION 2:** |
|  |
| **SCORE out of 5:** |

|  |
| --- |
| **TECHNICAL QUESTION 3:** |
|  |
| **SCORE out of 5:** |
| **TECHNICAL QUESTION 4:** |
|  |
| **SCORE out of 5:** |

**Behavioral & Competency-based Questions:**

Behavioral style of questioning is based on the premise that ‘past behavior is the best predictor of future behavior’. It requires candidates to reflect on their past experiences and for the interviewer to consider their responses in light of what they believe the behaviors the candidate requires to be successful in the role. Competency based questions allows interviewers to focus in on specific experiences or skills that will have been developed through the course of a candidates career. These can include items such as adaptability, communication, leadership etc. Unlike Technical questions, this section of the interview requires the interviewer to consider responses carefully taking into account the words used and the selection of examples. It is important to prompt candidates to provide further details until you are satisfied. A library of Behavioral questions and follow-up/probing suggestions are available in the supporting documentation entitled ‘**Interview Question Library’**.

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| **BEHAVIORAL QUESTION 1:** |
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| **SCORE out of 5:** |

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| **BEHAVIORAL QUESTION 2:** |
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| **SCORE out of 5:** |

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| **COMPETENCY-BASED QUESTION 1:**  |
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| **SCORE out of 5:** |

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| **COMPETENCY-BASED QUESTION 2:** |
|  |
| **SCORE out of 5:** |

**Candidate Questions:**

It is recommended that towards the end of the interview the candidate is provided the opportunity to ask questions. These should be noted for future reference below.

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| **CANDIDATE QUESTIONS:** |
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**Ending the interview:**

There are a series of administrative questions that should be asked at this stage to avoid confusion or the loss of a candidate through the process, these include the following:

* Notice period at employer. This may range from a day if the candidate is working as a contractor or up to 3 months. Most notice periods are 4 weeks.
* Leave – Does the candidate have any booked upcoming leave that will need to be honored after their start date or during the selection process?
* Are there any restrictions that you need to be aware of such as ‘restriction of trade’ clauses in their existing employment contracts?
* Would the candidate be able to forward referee details and/or are the referee details contained in the CV still relevant?
* Salary: It is important to clarify the hourly rate or annual salary expectations of the candidate. Skipping this question can lead to frustration and potential loss of the candidate at the end of the process. Candidates may decline to answer this question in which case it is necessary to outline the anticipated compensation for the role. This may either turn the candidate away or keep them interested in the position.
* Prior to finishing the interview, clearly explain the next steps and offer the candidate a high-level timeframe of the recruitment process including necessary next steps which may include reference checks, second interview etc. Note that it is unnecessary to immediately offer the candidate feedback. It is recommended that you provide this feedback once your recruitment process has ended and you are ready to make a formal offer.

 --------------------------------- end ----------------------------------