INTERVIEW FORMAT

Remember – a big smile will win. We must wow them, and really show them that our culture is positive and fun.

1. Offer drink
2. Show office
3. Invite into a meeting room
4. Congratulate them and let them know that several people applied for this job and they were fortunate to get through. Also let them know you are interviewing several people and that you are selective with who you put on. Remind them that this is an amazing opportunity
5. Outline the agenda
   1. ask them questions to learn what they are looking for and to sus them out (refer to interview questions on page 2)
   2. overview of your business
   3. Overview of your culture
   4. Overview of job
   5. Do they have questions??
6. Thank them for coming and let them know you will be in touch.

# INTERVIEW QUESTIONS

Work Experience questions

* What were your primary responsibilities at your last job? At the job before that?

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* Whom did you report to and how was your relationship with your boss?

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* Why did you take that job and how do you feel it worked out for you?

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* What did you enjoy the most about your last job? What did you do best?

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* What did you not enjoy about your last job? What did you do poorly?

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* What are the important lessons you’ve learnt in your career so far?

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Skill Level experience Note: Ask SPECIFIC questions pertaining to the job description you have written.

* What did you find that your strengths are from your last job? Elaborate?

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* What exactly did you do and what results did you get?

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Career Aspirations

* Where would you ideally like to be in your career in three to five years?

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*Give overview of job description*

Job Description Example

In this position, you will be responsible for the reception of our offices, answering the phones, meeting and greeting clients, arranging client folders, organising filing systems and on occasion assisting management with any administration requirements. You will be typing up reports as required; managing schedules, looking after management’s needs, sending out information. You will be systemising all the processes, filing client information. You will also look after our invoicing system, which is very easy to use along with all the general office/receptionist functions, faxing, mail, etc… Administrative activities account for around 75% of the role so you will need to be well organised, hardworking and possess a high attention to detail. In addition you will also need to possess excellent people skills as a large portion of the role relates to making clients feel welcome and ensuring their satisfaction. Plus: managing the relocation.

* What questions do you have about the company or the job?
* What salary are you looking for?
* If we were to offer you this job, how soon would you be prepared to start?
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|  | Put candidate at ease – rapport building. Exploratory interview |
|  | Don’t start selling until you have decided to buy |
|  | Ask good questions then LISTEN carefully and patiently |
|  | Never assume |
|  | Use open ended questions |