

Interview Template: First Interview

Ensuring that the candidate has excellent skill/ability fit

Instructions:

First interviews ensure that the candidate has the right skills/ability/experiences for the role.

Before interviewing, interviewers must identify:

- a) Which skills/ability are required for the role
- b) The questions from the Competency Question Bank that can test the presence of the identified skills/ability

NB. When making any notes about the candidate, remember that they should be factual and not personal comments. Interview notes should be kept in case of any future challenge.

Candidate Name	
Position	
Interview Date	
Interviewer(s)	
Identify what characteristics you are looking for in a good candidate	

Interview Template

First Interview (Skills)

1. Welcome

- ▶ Introductions
- ▶ Focus on making the candidate feel at ease
- ▶ Welcome them to the company office, ask how was their journey here?
- ▶ Would they like a drink?
- ▶ Remember this is a two way process
- ▶ Explain our approach:
 - Understand what you know about us and explain what we do
 - Initially to establish role fit and experience – we will talk about you
 - Opportunity for you to ask questions
- ▶ Anything else they would like to clarify or ask before we start.

2. What do you know about us?

Questions:

Notes on candidate Response:

- ▶ Overview of company – **ask them what they know first! Then build on what they said:**
- ▶ What is your understanding of what we do?
- ▶ What appeals to you about joining company?

- ▶ See if they have done their homework. Share information about the business **after** they have told you what they know.

Interview Template

First Interview (Skills)

<ul style="list-style-type: none">▶ Clarification of the role – explain the role and ask if that is what they are expecting<ul style="list-style-type: none">○ Ask why they have applied for a role at company? ▶ Any questions about the Company or Role?	
---	--

3. Tell us about your career so far...	
Questions:	Notes on candidate Responses
<p>Talk me through your career to date. Can you explain why you joined and left each position? (If there are a lot of roles, focus on the last two or three)</p> <p>What career experience do you have that makes you a great fit for this role?</p>	

Interview Template

First Interview (Skills)

3. Tell us about your career so far...

What has been your best job so far and why?

What achievements are you most proud of and why?

What are you least proud of and why?

Interview Template

First Interview (Skills)

3. Tell us about your career so far...

Other questions:

Interview Template

First Interview (Skills)

4. Deep dive: Reviewing your professional skills / ability/ experience

Select 2-3 questions from each competence area most relevant to the role.

Remember: The candidates answers should be specific and refer to how *they* achieved results. A good, rounded answer (avoiding evasiveness and generalities and addressing the specifics) should cover Situation, Task, Action, and Result.

Questions	Your notes on the candidate responses:
------------------	---

Interview Template

First Interview (Skills)

These questions should establish technical competence and capability as documented in the job profile.

Pre-agreed questions from Competency Question Bank here

Interview Template

First Interview (Skills)

This area is a large rectangular frame for notes or questions. It is divided into two vertical sections by a dotted line. The left section is filled with a light blue color, while the right section is white. The entire frame is bounded by a dotted line.

Interview Template

First Interview (Skills)

6. Any questions from you?

Are there any questions you would like to ask me? (good indicator of inquisitive and curious)

Make a note of the questions asked. Were they primarily self-interest related or did they probe and question further the business, or role?

Interview Template

First Interview (Skills)

7. Assessment	Rating	Review (capture any '+' and '-' observations)
<p>I believe that this candidate is a good match to the skills and knowledge required for the role as documented in the Job Description and Candidate Profile.</p>	<p>Yes</p>	<p>Plus:</p>
	<p>No</p>	<p>Minus:</p>
	<p>Maybe</p>	<p>Minus:</p>
<p>I would work alongside this candidate and I could see them working well alongside others.</p>	<p>Yes</p>	<p>Plus:</p>
	<p>No</p>	<p>Minus:</p>
	<p>Maybe</p>	<p>Minus:</p>

Interview Template

First Interview (Skills)

I believe this candidate is a good cultural fit for company.	Yes	Plus:
	No	Minus:
	Maybe	
My overall assessment of this candidate on a scale of 1-3 where: 1. Reject this candidate. They are not a suitable fit for this role 2. I like many aspects of this candidate but would like to investigate further and gain a second opinion. 3. I strongly recommend this candidate for second interview and can see them as part of the team.	1-3	
Proceed to second interview?	Yes/ No	

Please submit your completed forms to HR following the conclusion of the interview process.