



FIRST INTERVIEW RECRUITMENT PROCESS

1. Thank you for applying for the _____, we have had a very good response to our advertisement and we envisage that the timetable for the recruitment process will be:
 - a. First Interviews will be completed by _____
 - b. A short list will be selected and all short-listed candidates will be invited to complete an on-line assessment
 - c. Second interviews will be completed by _____ (the date stated should be at least one week after intended finish date)
 - d. Final selection and offer of employment to the successful candidate will be made within two weeks after all the second interviews have been completed.
2. The process for this first interview is:
 - a. We would like you to give us a review of your employment history, during which we may ask questions and clarifications
 - b. We will then ask you some questions
 - c. And finally we would invite you to ask any questions you may have about the company and/or the role
3. Candidate to give verbal review of resume & career. Interviewers to ask questions particularly to establish accuracy of resume, experience, skills etc.
4. Role Specific Questions (purpose is to confirm qualifications, experience, level of skill etc)
5. Interviewer's standard questions (in no particular order):
 - a. What was it that interested you in this role?
 - b. From what you already know about this role do you believe that there are any areas that may require you to undertake some training? What type of training and why?
 - c. Can you tell me about a time when you helped a fellow staff member without being requested to?
 - d. Can you please tell us what you know about our organisation?
 - e. Can you tell me about the best manager you ever had? what did he/she do that you valued most? Describe in four or five adjectives
 - f. Can you tell me about the worst manager you ever had? I do not need to know who, but describe them in four or five adjectives.
 - g. (IF APPLICABLE) what are you looking for here that your current employer is not providing you?
 - h. (IF APPLICABLE) In your previous management/supervisory roles can you tell me about a time when a direct report did not perform to the required level? What was the problem? What did you do? What was the outcome?
 - i. Can you tell me about the most difficult customer you have ever dealt with? what happened? What was the outcome? In hindsight would you have handled the situation differently? Why?
 - j. What type of performance feedback do you expect to receive from a manager?
 - k. Have you ever been reprimanded by your actions in the workplace? What happened? What was the outcome?
 - l. Do you perceive yourself as ambitious? Please explain?
 - m. What do you believe you can add to this organisation?
6. Invite the candidate to ask any questions regarding the company and/or the role.
7. End Interview, reiterate the intended recruitment process steps and timelines and thank the candidate.

For more information, please contact us:

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