



Appendix C

INTERVIEW GUIDE

The questions set out in this guide are to be used as an assisting tool in the interview process.

All questions do not need to be used. Questions should be chosen on relevancy of the position up for recruitment.

I. General Opening Questions

- Can you please summarize your work experience?
- What aspects of your work experience are particularly relevant to this position?
- What are/were the major responsibilities in your present/last job?

II. Exploring Applicants Experience

- What are some of the positive things or experiences you will/have take/taken from your present/last job?
- What are some of the negative things or experiences you will/have take/taken from your present/last job?
- What are some difficulties you have come across in your jobs?
- What sort of feedback have you received about your performance?
- Can you tell me why at the present time you are looking for a new job?
- Have you supervisory experience? If so, please explain.
- What was the nature of the work your subordinates were doing?
- How would you describe yourself as a supervisor?
- Please explain a situation in which you had to correct a subordinate's performance problem.

III. Situational Questions

In this line of questioning, you are exploring the Candidate's reaction to "real-life" situations which he/she might encounter in the position.



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- Here you would describe a position relevant situation and then ask the Candidate, “How would you handle this situation?”

OR

- Alternatively, you might phrase the question as “tell me about a time when you have.... (Once again address the situation as relevant to a “real-life” situation with the Commission).”

IV. Character Questions

- How would you describe yourself as a person?
- Is there anything about yourself in which you would like to change? Why?
- How would you describe an ideal job?
- What kind of job would you like to avoid taking?
- What kind of job would you like to have three to five years from now?
- What kind of supervisor do you like to work for?
- What kind of supervisor would you like to avoid working for?
- How would you describe yourself in a team environment?
- What type of person gives you the most difficulty?

V. Education

- Please tell me about your educational background?
- What additional courses or seminars have you taken?
- Why did you take these additional courses?
- Which courses did you enjoy most and why?
- Which courses did you enjoy the least?
- Are there any other areas in which you would like or will be furthering your training?



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VI. Summary & Process

In the summary you want to give the Candidate the opportunity to add anything else they wish to the interview or ask you questions. You will also have the opportunity to explain the recruitment process and any timelines.

- Is there anything else you would like to tell us to help us understand your qualifications for this position?
- What salary/rate would you expect for this position?
- When would you be available, if this position were offered to you?
- What are the names and telephone numbers of three former supervisors/ references whom we might contact to verify your suitability?
- **Explain timing for recruitment process to the candidate.**
- Is there anything you wish to add, ask, or know?