**INTERVIEW GUIDE**

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| --- | --- |
| Position Title: |  |
| Applicant Name: |  |
| Date: |  |

**Before Interview:**

* Review application
* Ensure room set up is appropriate

**Introductions:**

* Welcome applicant, thank them for their time, invite applicant to sit and indicate where
* Introduce selection committee members to the applicant
* Provide overview of the order of interview
* Explain that some questions will require applicant to recall actual situations
* Indicate that selection committee will be taking notes

**Briefly share information the position, functional unit and the University expanding on the information already provided to applicant**

**Questions:**

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| **1**. **Clarifying question arising from application regarding employment** **history/education/qualifications**  –or Why this position at ACU? |
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| **2. Selection Criteria #:** |
| Question: |
| Situation: |
| Action: |
| Outcome: |

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| **3. Selection Criteria #:** |
| Question: |
| Situation: |
| Action: |
| Outcome: |

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| **4. Selection Criteria # :** |
| Question: |
| Situation: |
| Action: |
| Outcome: |

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| **5.Selection Criteria # :** |
| Question: |
| Situation: |
| Action: |
| Outcome: |

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| **6. Selection Criteria # :** |
| Question: |
| Situation: |
| Action: |
| Outcome: |

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| **7. Selection Criteria # :** |
| Question: |
| Situation: |
| Action: |
| Outcome: |

**Ask applicant if they have any questions.**

**Conclusion:**

* Describe the next steps in the recruitment process with the expected time frames
* Obtain referee information if not already provided in application
* Obtain copies of required documentation (e.g. qualifications, right to work)
* Inform applicant on when to expect the next contact from the University
* Thank applicant for their time

**Assessment:**

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| --- | --- | --- |
| **Verbal communication skills?** | | |
| Below Average | Average | Above Average |

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| --- | --- | --- |
| **Overall examples provided evidence of past behaviour?** | | |
| Not desirable | Desirable | Highly Desirable |

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| --- | --- | --- |
| **Examples provided:** | | |
| Did not meet criteria | Met criteria | Satisfied criteria to a high level |

**Applicant is appointable or not appointable?** Yes or No

**Ranking:**

**To be reference checked:** Yes or No

**Post interview self-assessment of interviewer:**

* Did I build rapport with the candidate?
* Did I gain information to assess candidates past performance in essential selection criteria?
* Did I take some notes on the example given, actions taken and the outcome?
* Was there a question to seek contrary evidence?
* Did I control the interview by interrupting the candidate and redirecting the conversation?
* Did I tolerate silences in the interview by being quiet while the interviewee was thinking of examples?
* What would I do differently next time?