

Potential interview questions

Candidate Name: _____ Date: _____

Interviewer: _____

Questions to be given to potential candidates prior to the interview	<ol style="list-style-type: none">1. Why do you want this job?2. What skills or/ qualities do you have that would be good for this job?
<p>Your experience and skills</p> <p>Pick one of the tasks listed in question 5 and ask for specific experience the potential candidate may have had in that area</p>	<ol style="list-style-type: none">3. Can you tell us about any work experience or volunteer experience you have had – at school or in the community?4. What have you been doing over the past 2 years (including involvement in any training courses)?5. The types of tasks that you would be doing if you are successful in this job are:<ol style="list-style-type: none">a.b.c.
<p>General Scenario</p> <p>If candidate cannot answer this question ask about their reliability, attention to detail or willingness to work hard. Ask for examples.</p>	<ol style="list-style-type: none">6. In the job advertisement you will have seen that the person we are looking for needs to have specific qualities (like being reliable, being able to work safely, having good attention to detail and being willing to work hard). <p>Can you tell us about a time when you have needed to work safely, and to keep others safe?</p> <p>How did you go about doing this?</p>
Team Player Question	<ol style="list-style-type: none">7. This position requires working with others in a team. <p>What does teamwork mean to you?</p> <p>Have you worked in a team before? Explain the type of team you were in.</p>

Attachment B

Customer Service Question	8. This position requires you to talk to people you have never met before. How would you greet someone you do not know?
Job Specific Question/s	9.
Availability: <ul style="list-style-type: none">• Days• Hours How many days? Location/Transport	10. If you are successful, what day of the week is best for you. Confirm the number of hours that are being offered.
Questions	11. Ask candidate if they have any questions

Any further comments:

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