Interview Quick Reference and Scoring

Candidate Name: __________________________________________

Position Applied for: ______________________________________

Overall Score: __________

Hiring Recommendation: ____________________________________
Interview Preparation Checklist

1. **Review application materials:**
   - □ Resumé
   - □ Cover letter

2. **Prepare Introductory and Standard Job-Related Questions**

3. **Prepare the Behavioural-Based Questions section:**
   - □ Review the criteria selection (skills/competencies required)
   - □ Determine which skills/competencies are most important to the role and select questions
   - □ Modify the questions to fit the candidate's experience
   - □ Develop additional questions, if necessary
   - □ Prioritize the questions (in case you run short of time)

4. **Review the time needed to cover each section of the interview (see next page)**
# Interview Format

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>5 minutes</td>
<td><strong>1. Get Acquainted</strong>  &lt;br&gt; a. Make “small talk” about the weather, traffic, local sports, etc  &lt;br&gt; b. Offer drink  &lt;br&gt; c. Help candidate relax  &lt;br&gt; d. Communicate the agenda for the meeting</td>
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<td>5 minutes</td>
<td><strong>2. Department</strong>  &lt;br&gt; a. Describe your department and its goals  &lt;br&gt; b. Briefly describe the job / position they’re interviewing for</td>
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<td>10 minutes</td>
<td><strong>3. Introductory Questions</strong>  &lt;br&gt; a. Ask any questions you have as a result of reviewing their resumé  &lt;br&gt; b. Ask why they are interested in this position  &lt;br&gt; c. Ask about their specific job responsibilities  &lt;br&gt; d. Ask about their relevant education and training  &lt;br&gt; e. Determine their technical and functional skill levels</td>
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<tr>
<td>20-30 minutes</td>
<td><strong>4. Role Fit</strong>  &lt;br&gt; a. Ask competency-related (skills required) questions for the role</td>
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<td>10 minutes</td>
<td><strong>5. Organizational Fit</strong>  &lt;br&gt; a. Use the Standard Job-Related Questions  &lt;br&gt; i. What are their career aspirations / expectations  &lt;br&gt; ii. Ask what questions they have related to the department or the position  &lt;br&gt; b. Talk about the university’s culture and values</td>
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**Note:** You may wish to spend more time assessing the technical and functional expertise of a candidate than this format suggests. Be sure to adjust your scheduling to accommodate any additional time requirements.
Introductory Questions

Sample questions – tailor as necessary to get a good understanding of the candidate

General

*Example*: Can you tell us a little about yourself?

Score  /5

Why is the candidate interested in a position in your department

*Example*: Why are you interested in this position?

Score  /5

Specific job responsibilities

*Example*: I see you have experience in … Could you describe what you’ve done in more detail

Relevant education and life experience

*Example*: How has your education and life experience prepared you for this position?

Technical and functional expertise

*Example*: Please explain your understanding of, and experience with ....

Other
## Behavioural-Based Questions

### SELECTION CRITERIA:

**Primary Question:**

<table>
<thead>
<tr>
<th>Expected Response:</th>
<th>Actual Response:</th>
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**Score** / 5  [ ] Situation / Task [ ] Behaviour [ ] Outcome

**Secondary Question:**

<table>
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<tr>
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**Score** / 5  [ ] Situation / Task [ ] Behaviour [ ] Outcome
Behavioural-Based Questions (continued)

SELECTION CRITERIA: 

Primary Question: 

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Score __/ 5 __ Situation / Task __ Behaviour __ Outcome

Secondary Question: 

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Score __/ 5 __ Situation / Task __ Behaviour __ Outcome
**Behavioural-Based Questions (continued)**

**SELECTION CRITERIA:**

Primary Question:

```
Expected Response:  
Actual Response:  
```

Score  / 5  Situation / Task  Behaviour  Outcome

Secondary Question:

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Expected Response:  
Actual Response:  
```

Score  / 5  Situation / Task  Behaviour  Outcome
Behavioural-Based Questions (continued)

SELECTION CRITERIA:  

Primary Question:  

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Score  / 5  Situation / Task  Behaviour  Outcome

Secondary Question:  

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Score  / 5  Situation / Task  Behaviour  Outcome
Behavioural-Based Questions (continued)

SELECTION CRITERIA: 

Primary Question: 

Expected Response: 

Actual Response: 

Score __ / 5 

Situation / Task 

Behaviour 

Outcome 

Secondary Question: 

Expected Response: 

Actual Response: 

Score __ / 5 

Situation / Task 

Behaviour 

Outcome
Standard Job-Related Questions

Career:
1. Where do you see yourself in 3-5 years?

2. What is your ideal work environment?

3. What are you looking to learn in your work study position?

4. Based on what you know about the position, do you have any personal limitations that will impact you meeting the job expectations?
Scoring Summary
Change the maximum marks and number/content of questions as necessary. Transfer scores from the pages where you recorded the responses.

1. **Little or none** of the expected responses identified in answers
2. **Few** of the expected responses identified in answers
3. **Some** of the expected responses identified in answers
4. **Most** of the expected responses identified in answers
5. **All** of the expected responses identified in answers

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**Key Background Review**
- Education /5
- Experience /5
- Other:

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**Technical & Functional Expertise**

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**Selection Criteria Required for Role**
- Customer Service (2 questions)
- Planning / Organizing / Initiative (2 questions)
- Problem Solving (2 questions)
- Teamwork (2 questions)

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Minimum Passing Score: _______  Maximum Score Possible: _______  Actual Score: _______