Applicant's Interview Notes Form

Interview Details

Position title: _____ Date: _____ Time: _____

Interviewer Name: _____

Candidate Name: _____ Referee Phone Number:( ) _____

Referee Name: _____

Referee Position: _____

CALL LOG:

FIRST:	SECOND:	THIRD/FINAL:
☐ No answer	☐ No answer	☐ No answer
☐ Left message	☐ Left message	☐ Left message
☐ Successful	☐ Successful	☐ Successful

Verification Questions

Question: Did you personally over-see their work?
Y: N:

Question: What was the candidates (current/previous) job title within your company?

Notes:

Question: What were the dates they were employed at (company name)?

Notes:

Question: What was their key role or responsibilities at (company)?

Notes:

Question: What was their reason for leaving?

Notes:

Question: This is the job description:

Working as a Staff Relations Officer at the Nova Scotia Department of Human Resources (candidate) would be responsible for departmental staffing in various civil service departments. This would include things such as recruitment, pre-screening, selection, reference checking, policy and procedure development/revision, acting as a union liaison, employment equity, and light administrative duties.

Question: Based on your relationship with (candidate), would you recommend this position?
Y: N:

Question: What duties or tasks has (candidate) done in your company that would translate to this positon?

Notes:

Position Specific Questions

Question: Can you describe (candidate) tasks or duties pertaining to recruitment and selection?

Notes:

Probe:

Have they done interviews? Have they done recruitment? Pre-screening tools? Creating job postings? Internal and external.

Question: Has (candidate) partaken in committees or teams in your organization? If so, what role and tasks did they take on?

Notes:

Probe: Did they experience conflict? How did the work within a team environment?

Question: Please describe (candidates) experience with recruitment budgets.

Notes:

Probe: Did they stay within budget? Were they innovative with their budget?

Question: Please describe situations where (candidate) had to deal with other departments.

Notes:

Probe: How did he handle different departments? Communication skills?

Question: Can you describe for me any time when (candidate) would have had to plan or coordinate multiple tasks or projects at the same time?

Probe Were they able to stay on track? Did they meet deadlines? Were they organized?

Question: Please describe a time when (candidate received a performances review:

Notes:

Notes:

Question:

Probe: What were their strengths? Weaknesses? How did they take constructive criticism? Did they use the information and improve?

Question: Would you like to add any further information regarding (candidate) performance in the workplace?

Notes:

Question: Given the chance, would you rehire (candidate)?
Y: N:

Notes: If no, would you like to elaborate?

Additional Notes