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| --- |
| *MatchWorks can help you tailor to your needs***<Insert your logo here>** |
| **APPLICANT NAME:** |  | **DATE:** |  |
| **INTERVIEWERS:** |  |  |
| **ROLE APPLIED FOR:** |  |  |
| **OUTLINE OF OPENING** |
| * Greet applicant
* Introduce interviewers names/titles
* Describe interview plan
* Information on Karingal
* Information on advertised position (where it fits within the branch)
 |
| **SUMMARY NOTES*****Resume notes/reminders, presentation and preparation comments etc…*** |
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| **QUESTIONS** |
| **1. Tell us about yourself?** |
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| **2. What attracts you to this position specifically as well as this organisation in general?** |
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| **3. What do you believe will be the main responsibilities of this role?** |
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| **4. What experience have you had in <insert field here> in the past? Tell us about yourself?** |
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| **5. If you were successful for this position, what would you perceive as the major challenges facing you? How would you try to overcome them?** |
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| **6. Tell me of the most difficult customer service experience you have ever had to handle- what was the outcome?** |
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| **7. How do you determine priorities in scheduling your time? Give examples** |
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| **8. Tell us about a previous manager/teacher/coach that you have worked really well with- what was it about the way this person worked with you that helped you to succeed?** |
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| **9.**   **Give an example of when you had to work with someone who was difficult to get along with. How/why was this person difficult and how did you handle it?** |
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| **10. Describe situations that are likely to frustrate you at work?** |
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| **11. How would you rate your computer skills?**  |
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| **12. Notice period and Additional comments/questions?** |
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| **CLOSING INTERVIEW** |
| * Thank applicant for time
* Explain next step of interview: short list, ref checks, second round interviews etc
 |
| **SUMMARY NOTES*****Additional questions/observations etc.*** |
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### INTERVIEW ASSESSMENT FORM

### Good oral Communications

Yes No Did they communicate well?

##### Good preparation

Yes No Have they prepared well for the interview?

### Good presentation

Yes No Did they present well? Were they confident?

**Please mark with an X:**

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| --- | --- | --- | --- | --- | --- | --- |
|  | **Poor****1** | **Average****2** | **Good****3** | **Very good****4** | **Excellent****5** | **TOTAL** |
| General impression / presence |  |  |  |  |  |  |
| Relevant experience |  |  |  |  |  |  |
| Ability to meet Selection Criteria |  |  |  |  |  |  |
| Suitability to fit within team |  |  |  |  |  |  |
| Research / relevance of questions asked by applicant |  |  |  |  |  |  |
| Potential to develop within the organisation going forward |  |  |  |  |  |  |
| Interest in the position |  |  |  |  |  |  |

# Comments:

**Qualifications sited** Yes No

**2 References**  Yes No

**Suitable for Employment** Yes No

**Police Check required** Yes No *(See Note1)*

**International Police Check required**  Yes No *(See Note 2)*

**Eligibility to Work Check Required**  Yes No *(See Note 3)*

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| --- | --- | --- |
| ***Note 1:****Only National Police Checks less than 6 months old at commencement of employment can be accepted.* | ***Note 2:****International Police Checks are required when an applicant has lived in a country outside of Australia for 12 months or more since the age of 16.* | ***Note 3:****Eligibility to work checks are available in cases where an applicant’s Visa does not state they are entitled to work in Australia.*  |