Face-to-Face Interview

Candidate Name: _____

BEFORE YOU START

Get clear on what you want to ask, and in what general order. Space is provided for more questions (ideally decided prior). For the sake of comparison, aim to follow a similar format for each candidate.

Setting the Scene	Rating (1 = Poor, 5 = Good)					Your Notes
What do you know about our business?	1	2	3	4	5	
What challenges are you looking for?	1	2	3	4	5	
What can your hobbies tell me that your resume can't?	1	2	3	4	5	
Can you walk us through your resume?	1	2	3	4	5	
Can you guide me through your previous employment history? (i.e. Explain why you've had so many jobs or such big gaps between some of them).	1	2	3	4	5	
Total						

Learning Capability	Rating (1 = Poor, 5 = Good)					Your Notes
Are you involved in any formal training at present?	1	2	3	4	5	
How do you go about continuing to develop your professional skills and knowledge?	1	2	3	4	5	
Describe your top three technical skills, and how you acquired them?	1	2	3	4	5	
What are three skills or traits you wish you had?	1	2	3	4	5	
How do you rely on others to make you better?	1	2	3	4	5	
What do you want to accomplish in the first 30 days of this job?	1	2	3	4	5	
Total						

Don't forget your follow-on questions to dig a little deeper:

Tell me more... Anything else? Do you have a specific example? Why do you think that is? What would others say? How does that relate to this role?

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Culture Fit	Rating (1 = Poor, 5 = Good)					Your Notes
What is teamwork to you?	1	2	3	4	5	
What are you passionate about?	1	2	3	4	5	
Who is your biggest inspiration and why?	1	2	3	4	5	
What commonly accepted view do you disagree with and why?	1	2	3	4	5	
What did a great day at work look like in your previous role and why?	1	2	3	4	5	
How would a good friend describe you?	1	2	3	4	5	
What is your ideal working environment?	1	2	3	4	5	
If you were starting a business, what would your culture be based on?	1	2	3	4	5	
Total						

Physical Capability	Rating (1 = Poor, 5 = Good)					Your Notes
Would you consider yourself "fit"?	1	2	3	4	5	
Do any physical elements of this role concern you?	1	2	3	4	5	
How physical have your previous roles been? What did that entail?	1	2	3	4	5	
Total						

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Leadership Capability	Rating (1 = Poor, 5 = Good)					Your Notes
In your opinion, what is leadership?	1	2	3	4	5	
What is your leadership style/ethos?	1	2	3	4	5	
Describe a time when you disagreed with your boss.	1	2	3	4	5	
What makes you uncomfortable?	1	2	3	4	5	
What personality traits frustrate or annoy you?	1	2	3	4	5	
What projects and groups of people have you managed in the past? What did you learn?	1	2	3	4	5	
Total						

Skills & Experience	Rating (1 = Poor, 5 = Good)					Your Notes
How do your skills and experiences align with this role?	1	2	3	4	5	
What tasks and responsibilities are most common in your current role?	1	2	3	4	5	
Explain what pasture management means to you?	1	2	3	4	5	
What preliminary checks would you make before first starting a motorbike?	1	2	3	4	5	
What steps would you take to determine an animal's body condition?	1	2	3	4	5	
[Dairy Specific] How would you treat a (suspected) case of mastitis?	1	2	3	4	5	
[Dairy Specific] How would you diagnose and treat a cow with lameness?	1	2	3	4	5	
[Dairy Specific] How would you measure Somatic Cell Count?	1	2	3	4	5	
Total						

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Self management	Rating (1 = Poor, 5 = Good)					Your Notes
Are you a morning person?	1	2	3	4	5	
What kind of oversight and interaction would your ideal boss provide?	1	2	3	4	5	
Describe a time when your boss was wrong. How did you handle the situation?	1	2	3	4	5	
Describe a time you got angry at work.	1	2	3	4	5	
What is the most important factor in a work environment for you to be successful and happy?	1	2	3	4	5	
Describe a time when your work was criticised.	1	2	3	4	5	
Total						

Closing things off	Rating (1 = Poor, 5 = Good)					Your Notes
What will you miss about your previous job?	1	2	3	4	5	
How would coworkers most commonly describe you?	1	2	3	4	5	
What is one opportunity for improvement your last boss might identify for you?	1	2	3	4	5	
What factors will ultimately drive your decision (if offered the role)?	1	2	3	4	5	
What questions do you have for us?	1	2	3	4	5	
Total						

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