



Persons Looking For Work

Position:	Date:		
Name:	email		
Address:			
Ph: Hm	Mob	Wk	Fax
Received C.V Promptly.		How	
Phoned Back?		Interview Date & Time:	
Mark the following out of 10.		1:excellent	10:no idea
1/ Qualifications:			
2/ Experience:			
3/ Courses attended:			
4/ Driver licence status:		Own Car?	
5/ Criminal convictions:			
6/ Relevant Medical conditions:			
7/ Phone Manner ask them to answer a phone call			
8/ Maths ability ask the candidate to answer the following			
10% of 196.60 =19.60 answer _____ 5% of 198=9.90 answer _____			
33% off 1500 = 1000 answer _____ 25% off 1200 =900 answer _____			
9/ Completion of tasks			
Ask the candidate what their strengths are when given a job to do.			
Answer			
10/ Questions			
Come up with several different questions to find out how the candidate will react in situations that you feel are critical to the candidate excelling in the position.			
Some suggestions			
1/ "A customer comes into the shop with a faulty product and is quite steamed up, what do you do?"			
Answer Six Shooter Principle			
2/ "You go to use the bathroom and it is in a mess what do you do?"			
Answer Tidy it up			
3/"A customer rings in and starts asking questions about product you have little knowledge on. What do you do?"			
Answer. Explain to the customer that this area is not my area of expertise or that you have little knowledge on this product, and transfer the customer to another staff member who will be able to help. Or if no one is available I will find out and call you back.			
4/			
5/			
1 2 3 4 5 6 7 8 9 10			



11/ Do you feel that the candidate will be Compatibility with other staff Comments;	1	2	3	4	5	6	7	8	9	10
12/ Ask questions to find out what Motivates the Candidate Comments;	1	2	3	4	5	6	7	8	9	10
13/ Ask questions to find out what Drive the Candidate Comments;	1	2	3	4	5	6	7	8	9	10
14/ What doe the Candidate do for Fun	1	2	3	4	5	6	7	8	9	10
15/ coffee cup	1	2	3	4	5	6	7	8	9	10
16/ List the Candidates kayaking experience	1	2	3	4	5	6	7	8	9	10
17/ Overall gut feeling	1	2	3	4	5	6	7	8	9	10
18/ Confirm with references that the Candidate is honest and trust worthy	1	2	3	4	5	6	7	8	9	10
19/ references checked	1	2	3	4	5	6	7	8	9	10
20/ enthusiastic about developing their kayaking skills	1	2	3	4	5	6	7	8	9	10
Total Points	1	2	3	4	5	6	7	8	9	10
Comments:										