# **Interview Guide**

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| --- | --- |
| First name:  | Last name:  |
| Interview date:  | Allowed to work in the country: Yes ☐ No ☐ |
| Position sought:  | Criminal record: Yes ☐ No ☐ |

## **Availability**

On what date will you be available to start working?: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minimum number of hours of availability per week: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Maximum number of hours of availability per week: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How long will you remain available for work?: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Availability breakdown per day**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| **From** |  |  |  |  |  |  |  |
| **To** |  |  |  |  |  |  |  |

**[The following questions are provided as a reference; adapt them to your situation as needed.]**

**Introduction**

|  |  |
| --- | --- |
| **Question** | **Notes** |
| What can you tell us about yourself and your background?  |  |
| What are your main fields of interest, your favorite activities, and your passions? |  |
| Where do your relatives live? How long do you plan to stay in the area? |  |
| Where did you hear about our company? |  |
|  |  |

**Motivation**

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| --- | --- |
| **Question** | **Notes** |
| Why do you want to work here? |  |
| What did you like the most about your last job? |  |
| What would you have changed about your last job? |  |
| What are your goals for the coming years? How do you plan to achieve them? |  |
|  |  |

**Reflection and Scenarios**

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| --- | --- |
| **Question** | **Notes** |
| What are your main strengths? |  |
| What is your main weakness? |  |
| What relevant experience do you have for this position? |  |
| Why should we hire you over anyone else? |  |
| How do you deal with stress and pressure? |  |
| How do you handle conflict situations? Can you share a specific example? |  |
| Have you ever had to make an important decision quickly? Can you share a specific example? |  |
| You’re finished with your work 45 minutes before the end of your work shift. What do you do? |  |
| You see one of your coworkers struggling with a routine task. What do you do? |  |
| You witness one of your coworkers stealing company property. What do you do? |  |
| An evidently dissatisfied client raises their voice and insults you. What do you do? |  |
|  |  |

**Expectations**

|  |  |
| --- | --- |
| **Question** | **Notes** |
| What kind of work environment are you looking for? |  |
| What fringe benefits are most important to you? |  |
| What are your salary expectations? |  |
|  |  |

