

**Applicant's name:**

**Interview date:**

**Position:**

**Interviewer:**

Overall assessments					
	Poor	Fair	OK	Good	Excellent
Knowledge of specific job skills					
Related job experience					
Related education or training					
Initiative					
Communication/listening skills					
Attitude					
Interest in business/position					

**Strengths:**

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**Weaknesses:**

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Additional comments:

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## Generic questions

Why are you seeking new employment? (Are they ambitious or just seeking a pay rise)

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What are your major responsibilities in your present job? (How similar are they to the position?)

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Where do you feel that you've done particularly well? (Do they recognise their own strengths?)

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What are your strengths? (How will this help you?)

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What do you consider important in a job, and why? (Can you fulfil the applicant's needs?)

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What frustrations in your present job would you like to avoid in your next one? (Are there personality conflicts that could carry into your workplace?)

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What kind of people do you find most difficult to work with? (Will they fit into the team?)

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How would your last employer describe you?

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Where do you see yourself in 5 years?

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Why do you want this job? (Are they enthusiastic about this position or just wanting a change?)

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What are your salary expectations?

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Are there any health problems that we should know about?

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Your Business Network would like to thank NAB for allowing us to adapt this resource.