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|----------------------------|--|
| Role | |
| Candidate | |
| Time & Date | |
| Venue | |
| Selection Committee | |
| Your Name | |

Interview Preparation Checklist

- Questions have been prepared with reference to selection criteria.
- A room has been reserved and timing of interviews has been set with consideration to candidate confidentiality.
- Seating arrangements of the panel and the candidate are designed to make the candidate feel at ease.
- Water and fresh glasses are available for candidates and the panel.
- The panel has had an opportunity to review the CVs of each interviewee.
- Each panel member knows who will be asking each question.
- The panel is reminded to take short factual notes (i.e., verbatim).
- All mobile phones, devices etc. are off and out of sight.

Interview Opening

- Introduce selection committee members (including position title and relationship to the role).
- Indicate what roles selection committee members will take during the interview (i.e., who will be asking questions).
- Indicate that selection committee members will be taking notes.
- Provide a brief overview of the content of the role (i.e., where it sits within the organisation and the core responsibilities)
- Advise the candidate there will be an opportunity to ask questions at the end of the interview.

Background & Technical Skills

(Questions relating to the candidate's background, employment history and technical skills (working in the charity sector or with BME groups/women))

| | |
|---|--|
| Insert open-ended or clarifying question | |
| Response: | |
| Interviewer Comments: | |

(Note to the interviewers – the next set of questions are **behavioural questions**. Encourage the candidate to give actual examples in their answer of a situation, the action they took and the outcome or results. Their answer should illustrate/demonstrate the behaviour you are seeking as part of the selection criteria.)

Insert selection criteria or competency here:

Insert behavioural question here e.g. “Tell us about a time when....”

Situation:

Action:

Outcome:

| | | | | | |
|---------|---------------------------------|---|-------------------------|---|---------------------------|
| Rating: | 1 Does not meet expectations | 2 | 3 Meets expectations | 4 | 5 Exceeds expectations |
|---------|---------------------------------|---|-------------------------|---|---------------------------|

| | | | | | |
|--|---------------------------------|---|-------------------------|---|---------------------------|
| Insert selection criteria or competency here | | | | | |
| Insert behavioural question here e.g. “Tell us about a time when....” | | | | | |
| Situation: | | | | | |
| Action: | | | | | |
| Outcome: | | | | | |
| Rating: | 1 Does not meet expectations | 2 | 3 Meets expectations | 4 | 5 Exceeds expectations |

| | | | | | |
|--|------------------------------------|---|----------------------------|---|------------------------------|
| Insert selection criteria or competency here | | | | | |
| Insert behavioural question here e.g. “Tell us about a time when....” | | | | | |
| Situation: | | | | | |
| | | | | | |
| Action: | | | | | |
| | | | | | |
| Outcome: | | | | | |
| | | | | | |
| Rating: | 1 Does not meet expectations | 2 | 3 Meets expectations | 4 | 5 Exceeds expectations |

(Note to the interviewers – the next question/s are about **motivation and fit**. The answers to these questions should help to demonstrate the right level of interest in the role and the Organisation, as well as the motivation and fit to perform well in the role.

| | |
|-----------------------------------|--|
| Insert open-ended question | |
| Response: | |
| Comments : | |

Interview Close

- Ask the candidate if he or she has any questions and provide responses to these and a brief, balanced and realistic overview of the Organisation and role.
- Highlight the positive aspects of working within the Organisation including the:
 - Benefits (great bunch of people, relaxed and supportive culture);
 - Growth (opportunity to develop and grow the organisation and thereby develop the role and
 Its future continuation)
- Describe the next steps in the selection process (e.g., reference checks) and provide a clear timeframe for when the candidate will hear the outcome of his or her application
- **Advise the candidate if a criminal history / working with children/vulnerable groups check might be required e.g. Disclosure Scotland, PVG – ask if they have a valid PVG certificate**
- Thank the candidate for his or her application and time

Communication & Presentation

| 1 | 2 | 3 | 4 | 5 |
|--|---|---|---|--|
| Appeared unduly fidgety, nervous or anxious | | Appeared relatively relaxed & at ease | | Appeared overly complacent or too “laid back” |
| Made minimal efforts to build rapport with the panel | | Made some efforts to build rapport with the panel | | Made a concerted effort to engage & build rapport with the panel |
| Had difficulty explaining concepts & ideas | | Clearly explained ideas & concepts | | Articulately explained ideas & concepts |
| Appeared unresponsive, hesitant & guarded | | Responded openly to interview questions | | Disclosed more information than necessary & came across as verbose |
| Presented as being overly casual or poorly groomed | | | | Presented as being well-groomed & professional |
| Appeared to lack self confidence | | Presented as being relatively self confident | | Appeared overly confident or arrogant |

Other Comments or Observations

Summary Sheet - Interview Observations

| Criteria/Competency | 1 | 2 | 3 | 4 | 5 |
|---------------------|---|---|---|---|---|
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Overall Match

| | |
|------------------------------|--|
| Communication & Presentation | |
| Knowledge & Experience | |
| Motivation | |
| Match to Selection Criteria | |
| Match to Culture | |
| Additional Evidence | |

**CVS Falkirk Resource Library
Interview Guide**

| | |
|---------------------|--|
| Key Strengths | |
| Gaps or Limitations | |

Published on the CVS Falkirk Resource Library (www.cvsfalkirk.org.uk)

Version: 1.0

Published: October 2017 Review date: October 2018