# Interview Details

Company Name: Date:

Contact Name: DEPT:

Position at Company:

Phone Number: ( ) - Email:

Interview Location:

Interviewed By:

# Information about the Company

Company’s Age: # of Employees:

Company Headquarters:

Scale of Company: Municipal Provincial National International

Company Ownership: Private public

Profit Sector: Non-Profit For-Profit

Business Sector:

Revenue Stream: B2b b2c Both

# Talent Acquisition and Recruitment Process

## *After reviewing some resources, it appears that many firms agree on the following step-by-step process as a general guide for acquiring new talent:*

## 1) Determine the need for a new position and/or a change in company workflow.

## 2) Identify qualifications and salary requirements and develop a job description.

## 3) Make Announcement internally and then externally publicize the position. 4) Collect and Review Resumes – Screen for Ideal candidates and Arrange Interviews 5) Conduct Interview rounds and review references and Background checks. 6) Identify Ideal Candidate and Make Offer – If Accepted, Begin Onboarding. If not accepted, possibly repeat the process. *Is this general outline similar to your company’s process for hiring new staff or are there any differences, if so, what are they?*

## *Of the steps employed during recruiting, which of them is the most resource intensive: (ie. Uses the Most Money, Time, Staff requirements and/or Productivity)*

## *how much of an impact does this have on your company?*

## *Why is it so resource intensive?*

## How do you publicize your job postings?

## On Average, how many resumes do you receive for any given posting? Is this manageable, scarce, or overwhelming?

## How do you currently filter and sort through the resumes you receive?

## *During the interview Stage, How many applicants do you normally contact?*

## *Do you perform screening interviews? If so, do you find that these are beneficial? If Not so, How come?*

## *How many rounds of interviews do you normally perform? Are they structured?*

## *On Average, what percentage of candidates refuse a job offer, or leave within the first 3 months?*

## *Has turnover been a problem for your company in the past or presently?*

## What was the turnover mainly caused by? (ie. Poor Performance, Other opportunities, work-life balance)

## Are any positions especially turbulent or difficult to fill?

## On average how long does it take to find a suitable candidate for a position and successfully hire them?

## How much does it cost to hire a successful applicant?

# Applicant Qualifications and WorkPlace Culture

## Based on your present and past employees, what characteristics have you found consistently within your best Staff?

## What have been consistent characteristics amongst your worst staff?

## How much does an applicant’s Personality play a part in determining whether to offer them a job or is it solely about competency?

## Would you say that your company has a workplace culture within it? Does culture play an integral role in your business?

## What is your current policy regarding background checks (Police Information Check) on new employees?

## Do you look for any particular certifications or require them for employment? If so, which certifications do you recognize?

## Do you hire students? If so, what does that look like? If not, how come?

## How has your experience been with students?

## Does your company currently employ temporary staff (temps) for certain positions? If so, which positions do you hire temps for? If not, why not?

## How has you experience been with temp agencies?