

# INTERVIEW GUIDE

APPLICANT'S NAME: \_\_\_\_\_ INTERVIEWER \_\_\_\_\_ DATE: \_\_\_\_\_

**APPLICATION MUST BE COMPLETELY FILLED OUT BEFORE INTERVIEW**  
**GREET THE APPLICANT! THANK THEM FOR APPLYING WITH US!**

1. Why did you apply? Are you familiar with our Company?
2. Are you under the age of 18? If yes, are you at least 16?
3. Are you authorized to work in the United States?
4. What hours are you available? Full time/Part time?

TUE	WED	THURS	FRI	SAT	SUN	MON

5. Do you have adequate transportation? How far do you live from the store?
6. Would you have any problem with getting to work on time?
7. Do you have any personal goals? What are your career goals?
8. Are you interested in a future with our Company? Management possibility?
9. Do you consider yourself a follower or a leader? Why? Describe.
10. What abilities do you have to make yourself successful with our Company?
11. What should we expect from you if hired? What would you expect from us?
12. How would your last supervisor describe you and your work performance?
13. How well do you work with co-workers and supervisors?
14. How well do you interact with customers? Are you outgoing? Describe.
15. How would you handle an unhappy customer? Describe.
16. What would you do to make our customers happy? What will customers expect from you?

**READ TO ALL APPLICANTS:** Functions of this position may include the following job duties: preparing food items, listening to guest orders and entering them into cash register, handling cash and making change, cleaning duties such as sweeping/mopping floors, washing dishes, cleaning windows, cleaning tables, cleaning bathroom toilets, bending, lifting and carrying items up to 50 pounds, delivering orders to guests and communicating with them and answering guests questions and following Guest Service Standards.

*Are you able to perform these duties with or without reasonable accommodations? Yes/No*

**THANK YOU FOR YOUR TIME TODAY! IT WAS NICE TO MEET YOU!**

Do not make any promises or guarantees! Staple to Application and file.

Natural Smile\_\_\_\_ Outgoing/Friendly\_\_\_\_ Appearance\_\_\_\_ Eye Contact\_\_\_\_ Communication\_\_\_\_