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**Leadership Expectations Interview Guide:**

**Hourly/Individual Contributor/ Professional Individual Contributor**

**(Hourly -x0-x2)**

**Form A**

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| **Date:** |  | | |
| **Interviewer:** |  | | |
| **Role:** |  |  |  |
| **Candidate:** |  | | |

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**Quick Tips**

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| * Take detailed notes. * Record what is ACTUALLY said: Use descriptive and concrete terms. * Be specific and focus on observed behaviors (not your perceptions). * DO NOT reveal your notes to the candidate. |
| * Use the provided probing questions to gather additional information, where appropriate. |

**Leadership Expectations Rating Scale**

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|  | Described performance that *exceeded the requirements* of the job. Exhibited performance above the range of a typical, successful associate in the role. |
| **Strong** |
|  | Described performance that *comfortably met* the requirements of the job. Exhibited performance in the range of a typical, successful associate in the role. |
| **Average** |
|  | Described performance that did not meet *the requirements* of the job. Exhibited performance below the range of a typical, successful associate in the role. |
| **Weak** |

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| |  | | --- | | **Live our Values: Culture Champion** | | **Question: Tell me about a time when you set standards for yourself that exceeded those set by your supervisor?** | | ***Suggested Probes***   * *What were the standards you set for yourself?* * *What did you do to achieve and exceed your desired results?* * *What was the result of your actions?* | |  |  | | --- | | NOTES: |  |  | | --- | | **Embraces Change: Curiosity & Courage** | | **Question: Tell me about a time when you successfully applied a newly learned skill or knowledge to help you solve a work-related problem?** | | ***Suggested Probes***   * *What was the work-related problem?* * *How did you apply the new skill or knowledge?* * *How did you know that you were successful?* | |  |  | | --- | | NOTES: |  |  | | --- | | **Deliver for the Customer: Customer Focus** | | **Question: Describe a time when you provided quick and thorough service in response to a customer's request or problem?** | | ***Suggested Probes***   * *What was the customer’s request or problem?* * *What steps did you take to better understand the customer?* * *What was the impact of your actions?* | |  |  | | --- | | NOTES: | |

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| **Focus On Our Associates: Diversity, Equity, & Inclusion** |
| **Question: Tell me about a time you went out of your way to include another co-worker?** |
| ***Suggested Probes***   * *What was the situation?* * *What did you do to include another co-worker?* * *What was the impact on the co-worker?* | |

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| NOTES: |

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|  | **Leadership Expectations Rating** | **Rating** |
| **Live our Values** | *Models the Walmart values to foster our culture; holds oneself and others accountable; and supports Walmart’s commitment to communities, corporate social responsibility, and sustainability. Is consistently humble, self-aware, honest, and transparent.* |  |
| **Embraces Change** | *Demonstrates curiosity and a growth mindset; supports innovation and intelligent risk-taking; and exhibits resilience in the face of setbacks. Implements and supports continuous improvements and willingly embraces new digital tools and ways of working.* |  |
| **Deliver for the Customer** | *Delivers results while putting the customer first and applying the EDLP and EDLC business models to all plans. Adopts a broad perspective that considers data, analytics, customer insights, and different parts of the business when making plans.* |  |
| **Focus on our Associates** | *Embraces diversity in all its forms and actively supports diversity of ideas and perspectives, as well as diversity goal programs. Builds strong and trusting relationships with team members and business partners; works collaboratively to achieve objectives; communicates with impact to a range of audiences; and demonstrates energy and positivity for own work. Contributes to an environment allowing everyone to bring their best selves to work, demonstrates engagement and commitment to the team, and recognizes others’ contributions and accomplishments.* | **S** |

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|  | **Overall Recommendation** | **Rating** |
| **Strongly Recommend**  **(SR)** | Candidate’s interview responses demonstrated an **exceptional** **proficiency** inthecompetencies necessary to fulfill job responsibilities required upon entry. |  |
| **Recommend**  **(R)** | Candidate’s interview responses demonstrated **sufficient proficiency** in the competencies necessary to fulfill job responsibilities required upon entry. | **R** |
| **Do Not Recommend (DNR)** | Candidate’s interview responses demonstrated an **insufficient proficiency** in the competencies necessary to fulfill job responsibilities required upon entry. |  |