

Interview Form Template

Position applied for	First Line Manager
Applicant's name	Themba Zwane
Date & time of interview	January 17, 2024.

Interviewers	Name	Designation
Interviewer no. 1	Mosima Leshika	HR Manager
Interviewer no. 2	Caron Elferink	Department Manager
Interviewer no. 3	Philasande Bhani	Software Developer
Interviewer no. 4		

Preparation checklist

- Review applicant's curriculum vitae/application form, highlighting any specific information/area/duties, which need to be explored in more detail during the interview.
- Review the job/incumbent specifications, plus the identified dimensions and associated structured questions.
- Ensure all interviewers present have been briefed about their role, how the interview is to be conducted, the dimensions and questions, and the rating process.
- Ensure that a suitable venue is available.
- Ensure that all applicants have been informed as to the date, time and venue
- Determine the time available.

Outline for opening the Interview:

- Greet applicant, giving name and position of all interviewers.
- Break the ice by asking some general questions, i.e., about their journey.
- Explain the interview purpose.
- Describe the interview plan.
- Check to see if applicant has any questions.

Key background Review

- Educational Background (only if not provided sufficiently on résumé)

Educational Qualifications	Bachelor's in Computer Science
On-Job-Training Computer Literacy	

▪ Work Background

Job Experience No. 1	Senior Analyst at Marketing Department
Main Responsibilities/Duties	Overseeing data analysis projects.
Reason for leaving	Seeking career advancement opportunities.
Job Experience No. 2	Systems Analyst at a technology firm
Main Responsibilities/Duties	involved in software development and testing.
Reason for Leaving	Contract ended.
Job Experience NO. 3	
Main Responsibilities/Duties	
Reason for Leaving	
Job Experience No. 4	
Main Responsibilities/Duties	
Reason for Leaving	
Job Experience No. 5	
Main Responsibilities/Duties	
Reason for Leaving	

▪ Structured questions

Dimension	Planned Question	Notes on Response
Adaptability	Can you provide an example of a time when you had to adapt to a sudden change in project requirements?	Candidate demonstrated flexibility in handling unexpected situations.
Dimension Rating		4/5

Dimension	Planned Question	Notes on Response
Analysis, problem-solving	How do you approach solving complex problems in your previous roles?	Candidate showcased strong analytical skills and strategic thinking.
Dimension Rating		5/5

Dimension	Planned Question	Notes on Response
Analysis, problem-solving		
Dimension Rating		

Dimension	Planned Question	Notes on Response
Initiative	Describe a situation where you took the initiative to improve a process or task.	Candidate showed proactive attitude towards process improvement.
Dimension Rating		4/5

Dimension	Planned Question	Notes on Response
Attention to Details	How do you ensure accuracy and precision in your work?	Candidate emphasized the importance of attention to detail in delivering quality results.
Dimension Rating		4/5

Dimension	Planned Question	Notes on Response
Innovation	Can you share an example of a time when you introduced a new idea or solution in your previous role?	Candidate demonstrated creativity and innovation in problem-solving.
Dimension Rating		5/5

Dimension	Planned Question	Notes on Response
Energy	How do you maintain high energy levels in a challenging work environment?	Candidate expressed enthusiasm and passion for their work.
Dimension Rating		4/5

Dimension	Planned Question	Notes on Response
Planning and organising	Describe your approach to prioritizing tasks and managing deadlines.	Candidate highlighted strong organizational skills and ability to manage multiple tasks efficiently.
Dimension Rating		5/5

Dimension	Planned Question	Notes on Response
Teamwork	Can you provide an example of a successful team project you were involved in?	Candidate demonstrated effective collaboration and communication skills in team environments.
Dimension Rating		4/5

Dimension	Planned Question	Notes on Response
Coaching	Have you had experience in mentoring or coaching junior team members?	Candidate shared experiences of providing guidance and support to colleagues.
Dimension Rating		4/5

▪ Expected Remuneration

Ask and Take Note of Remuneration Requirements	Annual Salary Expectation: R80,000 to R90,000
	Benefits: Medical insurance, annual leave, and performance-based bonuses

Information regarding position and organisation

	✓
Give overview of the unit (nature, size, product)	✓
Describe organisational/departmental structure	✓
Discuss position (main activities/tasks)	✓
Outline promotional and developmental possibilities	✓
Realistic picture of working conditions, demands and standards	✓

Opportunity for applicant to ask questions:

NOTES
Provided and addressed any queries or concerns from the applicant.

Reference check

Obtained permission to check references YES NO

Confirm details of references:

	NAME	COMPANY	DESIGNATION	TEL.
1		Tech Solutions Inc.	Senior Manager	0122458723
2		DataTech Solutions.	IT Director	0247586245
3				

Closing

	✓
Check to ensure whether applicant is satisfied with the questions asked, and the way the interview was handled	✓
Tell the applicant how the best applicant will be selected	✓
Tell the applicant when the applicants will be informed of the decision	✓
Tell the applicant what the next step in the procedure will be	✓
Thank the applicant for attending the interview	✓

Appearance and Presentation

		✓		✓		✓
Dress	Formal	✓	Semi-formal		Casual	
Body Posture	Relaxed	✓	Tense		Fidgety	
Communication	Concise	✓	Vague		Long-winded	
Voice Tone	Clear	✓	High		Low	
Voice Tempo	Even	✓	Fast		Slow	

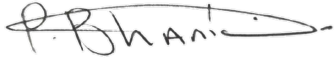
NOTES

Themba Zwane: Engaged and enthusiastic.

Communication: Clear and concise. Professionalism: Maintained a professional demeanor.

Leadership: Demonstrated potential. Technical Competence: Strong understanding.

- Signature of Interviewer(s)



DATE January 17, 2024.