

Interview Form Template

Position applied for	Production Foreman
Applicant's name	David Mvundla
Date & time of interview	8 December 2022,

Interviewers	Name	Designation
Interviewer no. 1	Muhammad Bodhanian	Tech Exec
Interviewer no. 2	Vernon Gounden	QA Manager
Interviewer no. 3		
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	Grade 12 (Noted in CV)
On-Job-Training	None
Computer Literacy	Word, Excel (Beginner)

▪ Work Background

Job Experience No. 1	Mould Stripper
Main Responsibilities/Duties	Unassemble and assemble mould
Reason for leaving	Promoted to caster
Job Experience No. 2	Caster
Main Responsibilities/Duties	Catsing concrete (Poles area)
Reason for Leaving	Current
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	Discussion of implementing SCC concrete instead of conventional concrete.	Resistant to change
Dimension Rating		1

Dimension	Planned Question	Notes on Response
Analysis, problem-solving	A pipe design has reinforcement as 7.1mm diameter at 75 centres. Currently 7.1mm is not available in the market and 6.3mm has to be used. What is the required pitch of 6.3mm bars are used?	Incorrect answer No understanding of concepts
Dimension Rating		0.5

Dimension	Planned Question	Notes on Response
Analysis, problem-solving	Which number is bigger A. 1/3 of 100 B. 1/5 of 100	Incorrect answer
Dimension Rating		0

Dimension	Planned Question	Notes on Response
Initiative	Thin wall pipes design lagging Roodepoort. How will this be addressed?	No idea
Dimension Rating		1

Dimension	Planned Question	Notes on Response
Attention to Details	Question of product quality deviations. Present pictures and assess attention to detail.	Som idea
Dimension Rating		2.5

Dimension	Planned Question	Notes on Response
Innovation	Ideas to take business going forward?	Not much
Dimension Rating		2

Dimension	Planned Question	Notes on Response
Energy	Opinion on how to mitigate effects of load shedding.	Not much input
Dimension Rating		1.5

Dimension	Planned Question	Notes on Response
Planning and organising	A concrete mix design utilizes 1 litre of an admixture. We have 100 litres in stock and manufacture 10 tonnes of concrete per day. For how many days will our current admixture stock last?	Incorrect answer, does not understand
Dimension Rating		1

Dimension	Planned Question	Notes on Response
Teamwork	Scenario of 1 person not performing? What will be done.	Poor input
Dimension Rating		2

Dimension	Planned Question	Notes on Response
Coaching	Willingness to coach others?	No, says all must learn themselves
Dimension Rating		1

▪ Expected Remuneration

Ask and Take Note of Remuneration Requirements	R25000
	Understands bonus depends on performance

Information regarding position and organisation

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

Opportunity for applicant to ask questions:

NOTES
Given

Reference check

Obtained permission to check references

~~YES~~

NO

Confirm details of references:

	NAME	COMPANY	DESIGNATION	TEL.
1	Brian McIntoc	ABC Concrete	Manager	011 456 2398
2	Morne Breytanbach	Rocla	Foreman	011 670 7600
3	Steve Cooper	Rocla	Draftsman	077 670 7600

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
Not competent for job

- Signature of Interviewer(s)

MBolhan



DATE 8/12/2022