

## Interview Form Template

<b>Position applied for</b>	Production Foreman
<b>Applicant's name</b>	Andreas Hlongwana
<b>Date &amp; time of interview</b>	8 December 2022, 08H00-09H00

<b>Interviewers</b>	<b>Name</b>	<b>Designation</b>
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	Noted in CV (Grade 12)
On-Job-Training Computer Literacy	Learnership (Generic Management NQF5, Training Force) Word, Excel - Intermediate

▪ Work Background

<b>Job Experience No. 1</b>	Caster
Main Responsibilities/Duties	Caster at Pipes - RS Process
Reason for leaving	Promotion to QAA
<b>Job Experience No. 2</b>	QAA
Main Responsibilities/Duties	QA assistant
Reason for Leaving	Promotion to QA
<b>Job Experience NO. 3</b>	QA
Main Responsibilities/Duties	Implement QC
Reason for Leaving	Current
<b>Job Experience No. 4</b>	
Main Responsibilities/Duties	
Reason for Leaving	
<b>Job Experience No. 5</b>	
Main Responsibilities/Duties	
Reason for Leaving	

▪ Structured questions

Dimension	Planned Question	Notes on Response
Adaptability	Discussion of implementing SCC concrete instead of conventional concrete.	Very eager Spoke about advantages
<b>Dimension Rating</b>		5

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?	Correct answer
<b>Dimension Rating</b>		5

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

Dimension	Planned Question	Notes on Response
Initiative	Thin wall pipes design lagging Roodepoort. How will this be addressed?	Good analysis and suggestions going forward.
<b>Dimension Rating</b>		4

Dimension	Planned Question	Notes on Response
Attention to Details	Question of product quality deviations. Present pictures and assess attention to detail.	Picked up variations and gave reasons as well.
<b>Dimension Rating</b>		4.5

Dimension	Planned Question	Notes on Response
Innovation	Ideas to take business going forward?	Good suggestions related to mould design.
<b>Dimension Rating</b>		4.5

Dimension	Planned Question	Notes on Response
Energy	Opinion on how to mitigate effects of load shedding.	Ideas on gas generators (heavy current) and solar (security lights)
<b>Dimension Rating</b>		

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? When will you place order for more admixture?	Good answer
<b>Dimension Rating</b>		4.5

Dimension	Planned Question	Notes on Response
Teamwork	Scenario of 1 person not performing? What will be done.	Good
<b>Dimension Rating</b>		4

Dimension	Planned Question	Notes on Response
Coaching	Willingness to coach others?	Excellent High on agenda
<b>Dimension Rating</b>		4.5

▪ Expected Remuneration

Ask and Take Note of Remuneration Requirements	R35000 per month
	Including company benefits
	Understands bonus depends on overall company performance

Information regarding position and organisation

	✓
Give overview of the unit (nature, size, product)	✓
Describe organisational/departamental 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
Given

Reference check

Obtained permission to check references

YES

NO

Confirm details of references:

	NAME	COMPANY	DESIGNATION	TEL.
1	Fanus Viviers	Rocla	BU Manager	011 670 7600
2	Gerhard Maritz	Rocla	Foreman (resigned)	011 670 7600
3	Justin Kretzmar	Rocla	Engineer	011 670 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

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

## NOTES

Good performance overall.

- Signature of Interviewer(s)

*W. B. Khan*

*[Signature]*

DATE 8/12/2022