

Interview Form Template

Position applied for	First Line Manager
Applicant's name	Themba Zwane
Date & time of interview	15 January 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	
Main Responsibilities/Duties	
Reason for leaving	
Job Experience No. 2	
Main Responsibilities/Duties	
Reason for Leaving	
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		
Dimension Rating		

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

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

Dimension	Planned Question	Notes on Response
Initiative		
Dimension Rating		

Dimension	Planned Question	Notes on Response
Attention to Details		
Dimension Rating		

Dimension	Planned Question	Notes on Response
Innovation		
Dimension Rating		

Dimension	Planned Question	Notes on Response
Energy		
Dimension Rating		

Dimension	Planned Question	Notes on Response
Planning and organising		
Dimension Rating		

Dimension	Planned Question	Notes on Response
Teamwork		
Dimension Rating		

Dimension	Planned Question	Notes on Response
Coaching		
Dimension Rating		

▪ Expected Remuneration

Ask and Take Note of Remuneration Requirements	

- 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

- Reference check

Obtained permission to check references YES NO

Confirm details of references:

	NAME	COMPANY	DESIGNATION	TEL.
1				
2				
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

- Signature of Interviewer(s)

_____ DATE _____