

## INTERVIEW SHEET

This interview sheet must be filled and signed by the interviewer, and filed in the recruitment folder at the end of the process.  
Interview should last maximum 1h30. The candidate should speak 70% of the time.  
Try and make him/her comfortable, so that he/she can speak as freely as possible.  
Two interviewers are necessary (HR department + recruiting department)

Note: this sheet provides a framework for the interview. The questions in italics are mentioned for guidance but can be adapted to what is relevant for the position you are recruiting. Add any other question you feel is necessary to assess the candidate's adequacy with the position (technical, behaviour, personal qualities needed, etc.)

Position	Access to Rehab Field Worker Anbar	Base	Baghdad
Interviewer 1	Name : Jylan Ameen	Position	Human Resources Officer
Interviewer 2	Name : Mohammed Khairi	Position	AtR program officer Anbar
Interview	Date	Place	
Interviewee	Name XXXX		

### 1. Introduce the interviewers and the open position

*Congratulation! You have reached the final stage of the recruitment process of the Access to Rehab Field Worker position. Thank you for your interest for the job announcement.*

*We are here today with*

- Jylan Ameen (Human Resources Officer Baghdad)
- Alexandre Schwall (PM VA Baghdad)

*We will conduct an interview together and address several points (experiences, motivations, skills, etc.). It should last around one hour, one hour and half, depending on the discussion.*

*No stress. Take your time. Do not hesitate to tell us if a question is not clear.*

*In case anyone is losing the connection, please type on the chat to let the others know.*

*Interview should be hold in English. In case you miss a word/or face problem to express an idea you can still switch to Arabic. It is important that you deliver your message / answer correctly. But please keep in mind / be aware that English is one of the assessed criteria of this interview. Alexandre S. does not understand Arabic. But Jylan Ameen will translate if necessary.*

*Are you ready?*

### 2. Candidate : Ask the candidate to introduce himself

Name :	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Date of birth:	Nationality :	
Marital status : Married	Number of children :	
Address :		
Driving licence : <input type="checkbox"/> YES <input type="checkbox"/> No	Availability :	

Relationship with HI employee :			
Languages	French	<input type="checkbox"/> Mother tongue <input type="checkbox"/> Fluent <input type="checkbox"/> Average <input type="checkbox"/> Basic	
	English	<input type="checkbox"/> Mother tongue <input type="checkbox"/> Fluent <input type="checkbox"/> Average <input type="checkbox"/> Basic	
	Arabic	<input type="checkbox"/> Mother tongue <input type="checkbox"/> Fluent <input type="checkbox"/> Average <input type="checkbox"/> Basic	
Level of education			
Work experience			
HR – Previous experience with HI, if any.			
HR – Other relevant experience (Type of program that you are worked on it)			
HR – Background vs. position			
HR – Ability to follow instructions			
HR – Ability to work in a team			
HR – Capacity to work in a multicultural team			
OPE – Responsibilities		<p><i>Can you describe me the responsibilities of the Field Worker position you have applied for? What did you understand from it?</i></p> <p style="text-align: center;">/5</p>	
OPE – Vulnerabilities / Assessment		<p><i>During the test there was a question about vulnerability. I would like to ask it again. How would you define vulnerability? Provide examples. How do you identify vulnerability? Explain the points to pay attention to, to identify vulnerability?</i></p> <p style="text-align: center;">/5</p>	
OPE – Awareness session		<p><i>One of the activity of this project would be to implement awareness session. How do you ensure proper awareness session? How do you make sure the message you want to share is understood and retained / applied?</i></p> <p style="text-align: center;">/5</p>	
OPE – Monitoring		<p><i>You did not answer to the following question. How do you ensure quality of HI intervention/activities?</i></p> <p style="text-align: center;">/5</p>	
OPE – General		<p><i>What is the difference between conditional and unconditional cash transfer program Semi-conditional? Give me examples for each of them ?</i></p> <p style="text-align: center;">/5</p>	

Computer skills (to confirm with practical test)	Word	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Basic
	Excel	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Basic
	Other	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Basic

### 3. Motivation

HR – Why did you apply for this position?	
HR – Knowledge of HI activities	

### 4. Personality and expression

HR – Qualities/strengths	
HR – Weaknesses	
HR – Personal interests	<i>What are your personal interests? What are your extra-professional activities?</i>
HR – Humanitarian commitment	<i>What does “humanitarian” mean to you?</i>

### 5. Availability and terms of engagement

Starting date	<i>Desired starting date/ personal constraints. I cannot, I have my family in Diyala, etc.</i>
HR – Mobility	<i>As mentioned in the job announcement the position will be based in Ramadi with frequent travel all over Anbar Governorate. Is that ok for you?</i>
HR – Contract duration	<i>Discuss contract duration and try and assess the risk that the candidate might leave his position if he is hired (duration of contract, specific expectations that he may express, etc.)</i>
HR – Salary expectations	<i>Ask the candidate for his expectations. Explain HI terms of engagement</i>

### 6. Give the candidate the opportunity to ask questions

HR – Questions asked	
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### 7. Explain the next recruitment steps

*The interview is the final step of the recruitment process. We will take the final decision in the week following the interview. You will be informed regardless the result (either positive or negative).*

## 8. After the interview

Motivation	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Weak	Expression	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Weak
Positive aspects			
Negative aspects			
General behaviour			
Communication skills	<i>General impression on the candidate's language, expression, etc.</i>		
Test results			
Recommendations			
Reference check			
Would the candidate be suitable for another position?			
Interviewer's recommendation			
Name and signature			