

Job Interview Guide

Estimated interview length: 60 minutes

Role: Junior Buyer

Reporting to: Manager Procurement

Direct reports: None

Candidate Name: Susan Smith
Interviewer name: Joe Black
Interview time/date: Tues, 6 Jan 2019, 3pm
Location: Conference Room D
Recruiter: Dan Gill

Documents provided:

1. Candidate CV/Resume
2. Completed application form – by job candidate
3. Screening questions and answers regarding background and key job aspects

Instructions:

- 1) Review the guide and prepare for the interview
- 2) Use guide at interview and follow the outlines steps to conduct the interview and capture your own scores and notes during the interview.
- 3) Submit a copy or email a completed interview form in with the recruiter within 48 hours after the interview.

Interview Guide Junior Buyer

Interviewer Preparation Checklist

1. Review application materials, including resume (curriculum vitae) and any application forms completed by the candidate.
2. Note background questions that need to be asked
 - Note any jobs/experiences on which you are unclear or would like more information.
 - Note any gaps in employment.
3. Prepare for the Planned Behavioural Questions section.
 - Review competency definitions and key actions.
 - Consider whether you might need to change any of the listed questions to better fit in with the candidate's previous experience.
 - Consider if you would prefer to ask the questions in a different sequence. Would you want to ask any extra questions based on your review in step 1, then note that in that section.
4. Estimate the time needed to cover each section of the Job Interview Guide.

Opening the interview and introduction	5 minutes	
Specific job questions	10 minutes	
Behavioural question 1	8 minutes	
Behavioural question 2	8 minutes	
Behavioural question 3	8 minutes	
Answer candidate questions	5 – 10 minutes	
Any final follow-up questions		
Closing statements and path forward (next steps)		

Structure of Opening the Interview

- 1) Greet the candidate, stating your name and position.
- 2) Explain the interview purpose:
 - To allow the interviewer to learn more about the candidate: Background and experience
 - To answer any questions that job candidate might have about the role or the company
- 3) Describe the interview plan:
 - Briefly review jobs/experiences.
 - Ask questions to get specific information about those jobs/experiences.
 - Provide information about the position and organization and answer candidate's questions about the position and organization.
 - Indicate that you will be taking notes.

Behavioural Questions

Building Strategic Working Relationships

Developing and using collaborative relationships to facilitate the accomplishment of work goals.

Key Actions

- *Seeks opportunities*
- *Clarifies the current situation*
- *Develops others' and own ideas*
- *Facilitates agreement*

Planned Behavioural Questions

1. Sometimes it can be difficult and frustrating to obtain information from other people to move a process forward or achieve goals. Please describe a situation you've had like this. What did you do?
2. Tell me about a time you worked with someone who wasn't as cooperative as you needed him or her to be. What did you do?
3. Have you ever been on a team/group with an unproductive person? What did you do?

Situation/Task

Action taken

Result

Interview Close

Final Checklist

1. Introduce the buy-time question.
 - "I'm going to ask a question that I'd like you to think about for a few minutes before answering. While you're thinking, I'll review my notes to see if there is other information that I need. The question is:
What strengths do you have that we haven't talked about?"
 2. Review notes
 - While the candidate is thinking about the question, review your notes to identify any area where more information is needed, or information needs clarification.
 3. Buy-time answer
 - Ask for the candidate's answer to the buy-time question.
-
- 6 Give candidate the opportunity to ask questions. (Note the questions asked here.)
 7. End the interview.
 - Explain next steps in selection process
 - Thank the candidate for a productive interview.

Scoring sheet

Insert a scoring sheet where interviewers will be able to select scores based on the questions they had asked and answers that were obtained. Giving them a fixed scale makes it easier to compile an overall summary after all the interviews had been completed.