



2ND INTERVIEW NOTES

Applicant's Name _____

Position Applied For:: _____ Interview Date: _____

- I. General Impression: ☐ *Check Here and skip to number II if this is a continuation of the 1st interview.*

(Check all that apply as positive about this applicant)

- ☐ Eye Contact ☐ Enthusiastic ☐ Smiled Easily/Often ☐ Attitude ☐ Flexible
☐ Proper Appearance/Attire ☐ Confident ☐ Listening/Communication skills

- II. Start by congratulating applicant for making it this far. During the interview, ask one or more questions in each area until you know the rating. As you listen to responses, you should be comparing what your store is like, what you and your employees are like, what tasks are required, what our rules and values are, and compare them to what the applicant says they like/dislike.

USE THE FOLLOWING RATINGS FOR ANSWERS IN EACH AREA.

1 = Excellent (Exceeds preferred profile of person for this position)

2 = Acceptable (Meets preferred profile of person for this position)

3 = Unacceptable

RATING

1. STORE COMPATIBILITY _____

- ☐ Describe the best job you could ever have and what it is that would make it the best.
☐ Describe the tasks you did at (previous job name) that you liked the best. The least.
☐ Describe two co-workers you have known and really liked (or didn't like) and WHY.
☐ When I speak with your past bosses, what will they say when I ask them how you handled conflict or problems with others? Give me an example of something that happened that they might tell me about.
☐ Tell me about any special requests/conflicts you have with your work schedule.
☐ _____

2. COPING SKILLS _____

- ☐ Describe the worst customer or co-worker you have ever had and tell me how you dealt with him/her.
☐ Describe a time when you had a particularly difficult situation with a customer that you were able to solve.
☐ What was the reason you were able to improve your performance at (job where applicant claims improvement).
☐ _____

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3. POLICY COMPLIANCE

- ☐ Tell me about a specific occasion when you followed a policy even though you did not agree with it.
- ☐ Describe a time when you made a mistake and how you handled it.
- ☐ Tell me about a time when you had to bend a policy or rule because it was the right thing to do.
- ☐ _____

4. RELIABILITY

- ☐ Tell me about TWO times when you were unable to get to work, why you couldn't, and how you handled it.
- ☐ Do you plan on returning to school anytime in the future? ____ Yes ____ No
Where? _____ When? _____ What subjects? _____
- ☐ Do you plan on returning to another job? ____ Yes ____ No
Where? _____ When? _____
- ☐ If during a reference check, I asked your past bosses how many times you did not call them in advance when you were going to be late or absent, which one would tell me the most? Which would be the next most?
- ☐ _____

5. COMPETITIVENESS

- ☐ Give me an example of a goal you achieved and how you did it.
- ☐ Do you think sales quotas are good or bad? Why?
- ☐ What does the word "success" mean to you?
- ☐ _____

6. MOTIVATION

- ☐ Why do you believe you will be successful if hired here?
- ☐ What do you think determines a person's progress in a good company?
- ☐ Where do you see yourself 5 years from now?
- ☐ _____

7. SALES

- ☐ Pretend you are a sales person in a store that sells (select any product). Your store has every type of (product) imaginable. I am a customer and I have just entered your store. Greet me and sell me a (product).
- ☐ _____

III. If interested in hiring, answer applicant's questions about this job and sell them on the benefits of working for Daniel's. If not interested, end interview.

IV. Comments: _____

V. Interviewer's Name/Emp. #: _____