



PRE-INTERVIEW QUESTIONS

APPLICANT'S NAME: _____ DATE _____
INTERVIEWER NAME: _____ STORE# _____

Tell the applicant that a lot of people have applied, you have more interviews to do, and you just want to spend a few minutes going over their application.

CHECK APPLICATION FOR COMPLETENESS – If any question is not answered, have the applicant write an answer before you move on.

Ask the questions below and write the following rating in the box that best fits your Applicant. **(1 = Bad, 2 = Average, 3 = Great)**

Ask The Following Questions - Don't write on application	Rate your applicant's answers:
1. Why did you apply to work at Daniel's?	
2. Where do you see yourself 1 year from now?	
3. When I call your previous employer, what will they say was the reason you left?	
4. Overall general impression of the applicant:	
a. Enthusiastic (Did you feel their energy?)	
b. Confident (Did they easily answer your questions?)	
c. Listening/Communication (Did they answer each question appropriately?)	
Score Calculation: Add all the rating for each question to get the overall score for the Pre-Interview:	TOTAL SCORE:

 If the total score is above **14**, you can MOVE to the 2nd Interview. If the score is **less than 14**, DO NOT MOVE TO the next interview. Thank the applicant for their time.