

Interview Proforma

Applicant details – *applicant to complete*

Name:		Date:
Date of Birth (not compulsory):	Phone (Home):	
Phone (Daytime) :	Phone (Mobile):	
Email Address (preferred):		
Postal Address:		
Emergency Contact and Contact Details:		
Citizenship:		
Current Job:		
Motivation for seeking other employment:	Desired Work Location? (if applicable):	
Salary/Rate Expectations:	Availability for work/notice period:	

APPLICANT TO READ AND INITIAL:

It is our policy to take copies of your Photo ID and relevant qualifications for verification purposes. We will not release this information to third parties unless we receive express consent from you. We respect your right to privacy under the Privacy Act 1988 (Commonwealth of Australia) and we are required to comply with the National Privacy Principles (NPPs) in respect to the collection of personal information from individuals.

Please note that by dealing with us, a) you agree to us storing your personal details in hard copy and electronic form; b) you agree to receive telephone calls and emails from us; c) you warrant that you have no previous criminal record that would preclude you from employment with us; and d) you warrant that your resume and other documentation is bona fide and provides a true and accurate representation of your skills, qualifications and experience.

Initials:

General Interview Questions – *interviewer to complete*

JOB HISTORY: Tell me about your previous jobs stretching back 5 years...

CURRENT JOB: Tell me about your current job...

IDEAL JOB: What is your ideal next job?

STRENGTHS: What are your strengths?

WEAKNESSES: What are your weaknesses?

OTHER PROSPECTS: Have you applied for other jobs or do you have other offers? (This is so that we can move quickly to offer, if need be)

LONG TERM PLANS: What are your long term career aspirations? Where do you see yourself in five years?

Specific Interview Questions – *interviewer to complete*

Instructions for Using This Proforma

1. We recommend that you use two interviewers. One interviewer can interact with the applicant and pose the questions, whilst the other makes notes and identifies further areas of enquiry.
2. Greet the applicant upon arrival, accompany them to the interview room and sit them down.
3. Explain that you will be conducting a five step interview process:
 - a. Applicant details form – *Shortly I will ask you to complete the applicant details form, while I make copies of your identification card and relevant qualifications that I have asked you to bring in to the interview.*
 - b. General interview questions – *Then, we will work through a number of general interview questions so that we can learn more about you, your work history and your aspirations for the future.*
 - c. Specific interview questions – *After that, I will ask you a series of questions that relate specifically for the job vacancy you are applying for. We are asking the same questions of every applicant and your responses will, in part, be used to determine your suitability for the position.*
 - d. Applicant questions – *You will then be given an opportunity to ask any questions that you might have about the vacancy or our organisation.*
 - e. Instructions about the process going forward – *Finally, we will provide you with information about the 'next steps' in the process, so that you understand the timeframes involved.*
4. Ask the applicant to complete page one of the form, while you go away to make copies of the applicant's identification card and other documentation. Collecting this information is important because the incidences of personality fraud are increasing.
5. Return to the interview room and check that the first page of the form has been filled out correctly. Query the applicant about any responses that have been left blank. Ensure that they have read and initialled the 'disclaimer' at the bottom of the page.
6. Work through the General Interview Questions and make notes on the proforma.
7. Move on to the Specific Interview Questions that you have formulated prior to the interview.
8. Ask the applicant if they have any questions about the job, the organisation or the recruitment process
9. Finish up by advising the applicant of the process going forward:
 - a. *We are interviewing a further X people and our interviews will be complete by X.*
 - b. *We will be making a decision on our preferred candidate on X.*
 - c. *We will conduct reference checks on the preferred candidate on X.*
 - d. *We intend to announce the successful applicant on X. You will be notified on this day whether you have been successful or not.*
 - e. *We hope to have the successful applicant commence work on X.*