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## The Structured Interview

Name of Interviewer:.....Name of Applicant:.....

Date:.....

Opening the Interview: Brief introductory remarks aimed at relaxing the candidate

Check the following information:

**Qualifications:**.....  
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**Experience:**.....  
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**Work History:**  
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**Queries relating to CV or Application Form:**  
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*“Do you know of anything, either in your work or personal life, that may impact negatively on your ability to do this job competently, in the event that you were appointed?”*

**Competencies (see more examples of interview questions under Competency-Based Interview Questions):**

1. How would you go about motivating and influencing your staff to achieve high levels of performance? (**Leadership Ability**)

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1	2	3	4	5
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2. Can you tell me how you have dealt with people problems in the past? Please talk about a specific example. (**Interpersonal Skills**)

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1	2	3	4	5
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**Ask for candidate's questions:**

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**Conclude the interview:**

**Check ratings**

## Example of Consolidated Interview Scoring Sheet

Candidate's

Name:.....

Position:.....Date:.....

....

Name of

Interviewer:.....

<b>Competence</b>	<b>Question No.</b>	<b>Score</b>	<b>Total</b>
<b>Leadership Ability</b>	Question 1		
	Question 2		
	Question 3		
<b>Interpersonal Skills</b>	Question 4		
	Question 5		
	Question 6		
<b>Planning &amp; Organizing</b>	Question 7		
	Question 8		
	Question 9		
<b>Results Focus</b>	Question 10		
	Question 11		
	Question 12		
<b>Team Orientation</b>	Question 13		
	Question 14		
	Question 15		
<b>Problem Solving/Analytical Ability</b>	Question 16		
	Question 17		
	Question 18		
<b>Customer Focus</b>	Question 19		
	Question 20		
	Question 21		
<b>Commerciality/Profit</b>	Question 22		

