

The Go-To Guy Potchefstroom

This Interview sheet is aimed to assist you as an employer to have a structured interview process in selecting your ideal employ, The Go-To Guy cannot stress enough how important even the most junior position in a company is, especially since the "old" way of having a person on probation and then letting that person go if there is no fit or even non-performance is much more complex, trying your utmost best therefore to hire right is absolutely critical. The Go-To Guy further strongly suggests that you perform the often overlooked background checks, social media profiles as well as general background checks on people you employ. Hiring right has immense benefits, hiring wrong painful experiences.

The sheet provides you with space for notes and also a "Quick Score Table" from 1 to 10 (10 being the best and 1 being the worst), to allow you to score the candidate on each section, after which you can total all of the scores with the highest score being the more applicable candidate based on your input, this assists greatly in making decisions in respect of choosing ultimate successful candidate/s

Each question is designed to derive insights beyond what's on the resume. A comprehensive interview process should aim to evaluate both the tangible and intangible elements that a candidate brings.

Add your own and make the interview process a truly value adding exercise

1. The Absolute Basic Questions

These are critical basic questions that you can determine at which point to ask during the interview, do not miss these as they are very important.

- 1.1. Do you have a South African ID and are you a South African Citizen? (Purpose: This is to ensure the candidate is South African, if not you have to ensure that he/she has a valid work permit, else you could encounter legal challenges)

Notes to Answer:

- 1.2. Do you have any criminal records and do you agree to having all background and criminal checks done on your profile? (Purpose: It is vital that you ask this question, part being for you to determine if you are still willing to employ the person and part is a legal/labour law purpose, failure to ask this question could result in issues later in relationship if employed)

Notes to Answer:

- 1.3. Do you have a valid drivers licence (Purpose: If a drivers licence is required then its important to determine this factor at start of interview)

Notes to Answer:

1.4. Do you meet the minimum requirements we have set for this position, as per the table of minimum requirements below:

Minimum Requirement	Meet Yes/No/Partially	Notes

Note: These may be elements such as language, education, place of residence and multiple other factors you may have set as the minimum requirements (Purpose: This is to determine the matching of minimum requirements against your predetermined list of requirements)

Other Notes to Answer/s:

Quick Score Table:

1	2	3	4	5	6	7	8	9	10

2. Background Questions

- 2.1. Ask the candidate to tell you more about him/herself (Purpose: Besides acting as a bit of an “ice-breaker” to start the interview process, this part of the interview also provides you with some insights on the character and personality of the candidate.

Notes to Answer:

Quick Score Table:

1	2	3	4	5	6	7	8	9	10

- 2.2. Your CV and the Job Requirements. Ask and engage with candidate on their CV presented, Go through CV and application, determine if the candidate has the relevant experience and skills required to do the tasks/job that would be required from a skills, education and experience perspective, spend time on each part of the job specifications as you have it against the CV presented and the actual answers

Notes to Answer:

Quick Score Table:

1	2	3	4	5	6	7	8	9	10

- 2.3. What motivated you to apply for this role at our company? (Purpose: Gauges genuine interest and understanding of the company and role)

Notes to Answer:

Quick Score Table:

1	2	3	4	5	6	7	8	9	10

2.4. Why did you choose your field or profession? (Purpose: Unearths passion and commitment to the industry.)

Notes to Answer:

Quick Score Table:

1	2	3	4	5	6	7	8	9	10

3. Behavioral & Situational Questions

3.1. Describe a challenging situation you faced at work/School/University and how you addressed it. (Purpose: Measures problem-solving and resilience)

Notes to Answer:

Quick Score Table:

1	2	3	4	5	6	7	8	9	10

3.2. Tell us about a time you worked with a diverse team. What did you learn? (Purpose: Assesses adaptability and understanding of diversity)

Notes to Answer:

Quick Score Table:

1	2	3	4	5	6	7	8	9	10

3.3. Describe a time when you missed an important deadline. How did you handle it? (Purpose: Gauges accountability and damage control strategies)

Notes to Answer:

Quick Score Table:

1	2	3	4	5	6	7	8	9	10

3.4. Discuss a project where you took the lead. How did you ensure its success? (Purpose: Evaluates leadership and project management skills.)

Notes to Answer:

Quick Score Table:

1	2	3	4	5	6	7	8	9	10

3.5. Tell us about a time you had to handle negative feedback. How did you respond? (Purpose: Measures receptiveness and maturity)

Notes to Answer:

Quick Score Table:

1	2	3	4	5	6	7	8	9	10

3.6. Have you ever had to persuade your team to do something they were reluctant about? How did you manage it? (Purpose: Assesses communication and persuasion skills)

Notes to Answer:

Quick Score Table:

1	2	3	4	5	6	7	8	9	10

4. Skills & Abilities Questions

4.1. How do you prioritise tasks during a busy day? (Purpose: Gauges time-management skills)

Notes to Answer:

Quick Score Table:

1	2	3	4	5	6	7	8	9	10

4.2. Which software or tools do you feel most proficient in, and how did you utilise them in your past role? (Purpose: Assesses technical proficiency and adaptability to tools)

Notes to Answer:

Quick Score Table:

1	2	3	4	5	6	7	8	9	10

4.3. How do you handle competing feedback or directions from multiple superiors? (Purpose: Measures ability to manage multiple directives and discernment)

Notes to Answer:

Quick Score Table:

1	2	3	4	5	6	7	8	9	10

5. Team & Culture Fit Questions

5.1. How would past colleagues describe your work style and contributions? (Purpose: Offers insights into self-awareness and interpersonal relationships)

Notes to Answer:

Quick Score Table:

1	2	3	4	5	6	7	8	9	10

5.2. What type of corporate culture allows you to thrive? (Purpose: Assesses fit within the company's existing culture)

Notes to Answer:

Quick Score Table:

1	2	3	4	5	6	7	8	9	10

5.3. How do you approach collaboration in remote and in-person settings? (Purpose: Gauges adaptability to varied work environments)

Notes to Answer:

Quick Score Table:

1	2	3	4	5	6	7	8	9	10

6. Motivation & Growth Questions

6.1. What accomplishments are you most proud of and why? (Purpose: Sheds light on values and driving factors)

Notes to Answer:

Quick Score Table:

1	2	3	4	5	6	7	8	9	10

6.2. Where do you envision yourself growing with the company and what do you think will drive your career growth? (Purpose: Assesses ambition and alignment with company's growth trajectory)

Notes to Answer:

Quick Score Table:

1	2	3	4	5	6	7	8	9	10

6.3. How do you handle moments of burnout or decreased motivation? (Purpose: Measures self-care and productivity management)

Notes to Answer:

Quick Score Table:

1	2	3	4	5	6	7	8	9	10

6.4. Describe a professional skill you're currently working on or wish to develop further. (Purpose: Gauges commitment to continuous learning)

Notes to Answer:

Quick Score Table:

1	2	3	4	5	6	7	8	9	10

7. Problem Solving & Innovation Questions

7.1. Describe a situation where you identified a new approach or solution at work. (Purpose: Assesses innovative thinking)

Notes to Answer:

Quick Score Table:

1	2	3	4	5	6	7	8	9	10

7.2. How do you approach situations or challenges you've never encountered before? (Purpose: Measures analytical thinking and adaptability)

Notes to Answer:

Quick Score Table:

1	2	3	4	5	6	7	8	9	10

8. Communication & Relationship Questions

8.1. How do you handle disagreements or conflicts with coworkers? (Purpose: Evaluates conflict resolution and interpersonal skills)

Notes to Answer:

Quick Score Table:

1	2	3	4	5	6	7	8	9	10

8.2. Describe a time when you had to explain a complex topic to someone without your expertise. (Purpose: Gauges clarity in communication and ability to bridge knowledge gaps)

Notes to Answer:

Quick Score Table:

1	2	3	4	5	6	7	8	9	10

9. Feedback & Adaptability Questions

9.1. Can you share a piece of constructive criticism you recently received and how you acted upon it?
(Purpose: Measures maturity, adaptability, and growth orientation)

Notes to Answer:

Quick Score Table:

1	2	3	4	5	6	7	8	9	10

9.2. Describe a time when a project or idea of yours was rejected. How did you respond? (Purpose: Evaluates resilience and learning from setbacks)

Notes to Answer:

Quick Score Table:

1	2	3	4	5	6	7	8	9	10

10. Values & Ethics Questions

10.1. Have you ever faced an ethical dilemma at work? How did you handle it? (Purpose: Assesses moral judgement and alignment with company values)

Notes to Answer:

Quick Score Table:

1	2	3	4	5	6	7	8	9	10

10.2. What does integrity mean to you, and how do you embody it in your work? (Purpose: Gauges personal values and ethical stance)

Notes to Answer:

Quick Score Table:

1	2	3	4	5	6	7	8	9	10

11. Financial and Expectation Questions

11.1. What are your Salary and Benefits expectations? (Purpose: Although there may be negotiations or adjustments of offers its important to discuss honestly what the expectations from the candidate is or would be in order to gauge huge gaps between possible offers and expectations)

Notes to Answer:

Quick Score Table:

1	2	3	4	5	6	7	8	9	10

12. Closing & Miscellaneous Questions

12.1. What questions do you have for us about the company, team, or role? (Purpose: Assesses engagement and provides insights into the candidate's priorities)

Notes to Answer:

Quick Score Table:

1	2	3	4	5	6	7	8	9	10

12.2. What haven't we discussed that you believe is essential for us to know about you? (Purpose: Allows the candidate to share overlooked strengths or experiences)

Notes to Answer:

Quick Score Table:

1	2	3	4	5	6	7	8	9	10

12.3. How do you envision contributing to our company beyond the scope of the advertised role? (Purpose: Gauges forward-thinking, ambition, and the desire to add value).

Notes to Answer:

Quick Score Table:

1	2	3	4	5	6	7	8	9	10

