

TEAM MEMBER INTERVIEW GUIDE

GUIDELINES FOR INTERVIEWER

1. Put applicant at ease
2. Review application
3. Determine if required personal skills/values are present
4. Trouble shoot any question areas
5. Answer questions/sell our company
6. Close interview/evaluate interview
7. Skills Test
8. Walk Through
9. Reference Check

REFERENCE CHECKING GUIDELINES

Hello, I'd like to speak to _____. My name is _____. I am with _____, we are currently considering _____ for a position in one of our locations and I would like to ask you a few questions.

1. _____ tells us that he/she was employed by your company from _____ until _____. Is this correct?
2. Why did he/she leave?
3. If the opportunity occurred, would you rehire him/her?
4. What additional information can you give me about this employee?