

## 2c Toolkit 2.c

# Interview preparation form

This tool will help you prepare for the interview process. It is best used in conjunction with the interview assessment tool.

**Step 1:** Fill in the key responsibilities and tasks, associated experience and personal attribution section.

**Step 2:** Print out this document and use as a guide in the interview process. Included are example questions for you to ask in the interview. Feel free to tailor these to your specific requirements.

<b>JOB TITLE:</b>	
<b>KEY RESPONSIBILITIES AND TASKS</b>	<b>ASSOCIATED TRAINING OR EXPERIENCE</b>
1. 2. 3. 4.	1. 2. 3. 4.
<b>PERSONAL ATTRIBUTES TO LOOK FOR:</b>	
1. 2. 3.	
<b>KEY AREAS TO EXPLORE</b>	<b>QUESTIONS TO ASK</b>
<b>Education</b>	1. Can you tell me about your educational background? 2. Can you tell me about jewellery retail-specific training and development that you have undertaken? 3. What did this teach you?
<b>Previous experience</b>	1. What were your specific responsibilities at your previous jobs? 2. What did you learn from these jobs? 3. What did you like or dislike about your previous jobs?
<b>Job accomplishments</b>	1. Can you tell me of a work accomplishment that you particularly proud of? 2. What would you like to achieve if you got this job? 3. What would a successful career look like to you?
<b>Skills and knowledge</b>	1. Can you tell me about your specific skills that would help you make a good contribution, if you got this job? 2. What have you learned that you think is particularly useful for jewellery retail?
<b>Personal attributes</b>	1. What would your best friend say if asked to identify your three most favourable personal characteristics? 2. What would your best friend say if asked to identify your worst three personal characteristics? 3. How do you deal with conflict in the workplace?

SOURCE: Adapted from Harvard Business Review article: "Hiring and keeping the best people"

# 2d Toolkit 2.d Interview assessment grid

This tool will help you when the time comes to select the candidate.

**Step 1:** Print out and complete during interview process

**Step 2:** Use it as a guide in the selection process

<b>Candidates Name:</b>					
<b>RATING</b> Poor 1 - Excellent 5					
EDUCATION	PREVIOUS EXPERIENCE	JOB ACCOMPLISHMENTS	SKILLS & KNOWLEDGE	PERSONAL ATTRIBUTES	TOTAL
NOTES:					

SOURCE: Adapted from Harvard Business Review article: "Hiring and keeping the best people"