

**Client Interview Success Form**

## Candidate Name  Candidate Key Points:

Job Interviewing For  Interview Date/Time

Format + Contact Information for Interview  AppleOne Contact + Phone

**Break the Ice**

*Thank you for joining me today, your resume piqued my interest to meet you. How are you today? Are you ready for a good conversation? Just be yourself.*

**Confirm Job Match**

*The opportunity is for someone to be doing* *. Let’s go over the top five aspects of the position and how well they fit who you are:*

|  |  |  |  |
| --- | --- | --- | --- |
| *This job opportunity needs someone that can do:* | *Describe how you’ve done something like this before:* | *Match?**0: no**1: mostly**2: yes* | *Deal Breaker Y/N* |
|  | *DIGGING IN: •How often? •% of your time? •Who else worked with you on that? •Turnaround time? Tools/Processes used? •Challenges you encountered?*  |  |  |
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|  | *DIGGING IN: •How often? •% of your time? •Who else worked with you on that? •Turnaround time? Tools/Processes used? •Challenges you encountered?* |  |  |
| *What are you most proud of doing?* | *DIGGING IN: •How often? •% of your time? •Who else worked with you on that? •Turnaround time? Tools/Processes used? •Challenges you encountered?* |  |  |
| *What will you be remembered for at your recent employer?* | *DIGGING IN: •How often? •% of your time? •Who else worked with you on that? •Turnaround time? Tools/Processes used? •Challenges you encountered?* |  |  |



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**Trait Match**

|  |  |
| --- | --- |
| **Sense of Urgency** | 1. *Can you tell me about the last project you completed ahead of schedule?*  *What allowed you to beat your deadlines?* *When did this last happen?*
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| **Customer Service**  | 1. *Can you tell me about a time you did something extra for a customer that you didn’t have to do, but you did it because it would be better for the customer?*
2. *Can you tell me about a time you encountered an overly demanding customer or one that was rude to you?*
 |
| **Work Ethic** | 1. *Can you tell me about a situation where your work ethic shined?*
2. *Can you tell me about a time you went the extra mile when you did not have to?*
 |
| **Reliability** | 1. *When we check references, what percent of the time, in a year, will they say you were reliable?*
 |
| **Teamwork** | 1. *Can you tell me about a time you worked on a team?* *What was your role on the team?* *What did you contribute?*
2. *Could you tell me about a time you got tough feedback from a supervisor or boss?*
 |
| **Proactive** | 1. *Can you tell me two or three things you did last year to improve a process, save time, or save money?*
2. *What recognition or awards have you earned?*
 |
| **Emotional Intelligence** | 1. *What would you say was your biggest failure?*  *What did you learn from that?*
2. *Have you ever had a negative impact on someone?*
3. *Can you tell me about a time when you were assigned a task, but didn’t know how to complete it?*
4. *Can you tell me about a time you experienced professional growth?*
 |
|  | Q: A:  |

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**Confirm Candidate Priorities Match:**

|  |  |
| --- | --- |
| *At this point in your career, what are your top priorities in any next job you take? (ex: pay, career, culture, make a difference)* | * *We may have the right role for you because we match your priority to \_\_ by:*
* *This role may be a good fit because based on your priority \_\_ we have:*
* *You mentioned \_\_ was a priority, that’s good because we also:*
 |
| *DIGGING IN: What does that look like? Why?* |  |
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| *DIGGING IN: What does that look like? Why?* |  |

*What do you think it would be like working in an environment/for a company like ours?*

**Closing – Put the Ball in Their Court:**

*What questions do you have for me?*

|  |
| --- |
|  |

*If you are interested in continuing the inte*[*rview process, the ball is in your*](http://www.appleone.com/MySCALE) *court to reply to your recruiter with a description of why you are the right person for the job.*

*This was a good conversation today on my end. Thank you for your thoughtfulness.*