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| Interview Questions  Job Title: Motor Vehicle Mechanic | | | |
| **Candidate:** |  | **Interviewer/s:** |  |
| **General** | | | |
| 1. Tell me about yourself. Describe your personality? | | | |
| Comments | | | Score |
| 2. Describe a typical day in your current job. | | | |
| Comments | | | Score |
| 3. If I were to contact your previous boss/co-workers what would s/he say about you? | | | |
| Comments | | | Score |
| **Qualifications & Experience for this Position - If interviewing a young person or some who has been away from the world of work for some time, try and relate this question to life skills, experiences at school, work placements, extracurricular activities, interests and hobbies** | | | |
| 4. Why are you interested in / qualified for this position? | | | |
| Comments | | | Score |
| 5. What skills and experience can you bring to this post? | | | |
| Comments | | | Score |
| 6. What do you know about test meters/in what circumstances did you use them? | | |  |
| Comments | | | Score |
| 7. This position involves shift working. Have you done shift working previously and how do you think you will cope with this? | | |  |
| Comments | | | Score |
| **Background** | | | |
| 7. What is your most important/proudest accomplishment? | | | |
|  | | | |
| Comments | | | Score |
| 8. In what areas would you like to develop further? Have you thought about how you would do this? | | | |
| Comments | | | Score |
| 9. What distinguishes you from other people who can do the same tasks as you? | | | |
| Comments | | | Score |
| **Initiative** | | | |
| 10. Tell me how you go about dealing with a fault that appears while you are carrying out a routine service on a vehicle that is going to require more time to fix and will cost the customer more money. How do you deal with advising the customer? | | | |
| Comments | | | Score |
| **Working under Pressure** | | | |
| 11. Can you tell me about a time when you felt pressured? How did you manage this? How do you manage competing demands? | | | |
| Comments | | | Score |
| **Motivation** | | | |
| 12. What do you think that you need from an organisation to feel motivated? | | | |
|  | | | |
| Comments | | | Score |
| **Creativity and Innovation** | | | |
| 13. If you could change one thing that is inefficient at your current job, what would it be? | | | |
| Comments | | | Score |
| **Problem solving/ Analytical Skills** | | | |
| 14. Can you give me an example of a difficult problem you have had to find a solution to either at work or at school or in your family life? How did you solve it? Why did you choose that method? | | | |
| Comments | | | Score |
| **Organisation, Attention to Detail and Time Management** | | | |
| 15. Can you describe a typical busy day? How do you organise a day like that? | | |  |
| Comments | | | Score |
| 16. This post requires a high degree of accuracy in completing customer service records and providing output reports, both of which involve populating spreadsheets. Can you give me an example of when you have worked with populating spreadsheets and how you ensured that they were accurately completed? (Follow up question) Why do you think this is important? | | |  |
| Comments | | | Score |
| **Interpersonal Communication Skills/ Cooperation** | | | |
| 17. Give me an example of the kind of person whom you find it difficult to communicate with. Why? | | |  |
| Comments | | | Score |
| 18. What role do you usually take in a group? | | |  |
| Comments | | | Score |
| 19. Tell me about a time when you were part of a team to complete a task. How did that team perform? What did you do? | | |  |
| Comments | | | Score |
| 20. How do you handle conflict/criticism with peers? | | |  |
| Comments | | | Score |
| **Work Environment** | | | |
| 21. What is a “pet peeve” you have had about an organisation or an environment? ?you’ve worked in? | | |  |
| Comments | | | Score |
| 22. If you were a manager here, or in your past job, what would you require of your employees? Why? | | |  |
| Comments | | | Score |
| 23. What kind of performance feedback do you want and how often? | | |  |
| Comments | | | Score |
| 24. What problems are appropriate to bring to your manager? | | |  |
| Comments | | | Score |
| 25. What do you require from a boss? | | |  |
| Comments | | | Score |
| **Career Ambitions** | | | |
| 26. What are you looking for from this job that you haven’t had before? What would make you want to stay here if you were successful? | | |  |
| Comments | | | Score |
| 27. Where do you see yourself in 10 years and how will this position help you get there? | | |  |
| Comments | | | Score |
| **Conclusion** | | | |
| 28. What do you like to do in your spare time? | | |  |
| Comments | | | Score |
| 29 Is there any additional information you wish to share that may be helpful to me in considering your qualifications and interests? | | |  |
| Comments | | | Score |
| 30. Do you have any questions? | | |  |
| Comments | | | Score |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **0** | **1** | **2** | **3** | **4** |
| **No acceptable positive evidence; and/or clear negative evidence** | **Limited positive evidence; and/or outweighed by negative evidence** | **Acceptable positive evidence minor and outweighed by positive evidence** | **Strong positive evidence; no negative evidence** | **Exceptionally strong positive evidence; no negative evidence** |