

6. Structured interview guidelines for Mustermann Max

6.1. Preparing for the interview

The interview offers the opportunity to discuss the candidate's experience, knowledge, and skills with him. It is also a chance to look for evidence of how the candidate's personality traits have been manifested in the past as a basis for assessing what impact they will have in the future role.

The aim of the interview

Your aim should be to use the interview to form an assessment of the opportunities and risks of the candidate in relation to the future job.

- › Do the candidate's strengths match the impression and his behavior in the interview?
- › Has the candidate already developed appropriate ways of minimizing risks?
- › Is the candidate self-aware and prepared to work on possible weaknesses?

Preparation for the interview

Read the candidate's CV. What situations can you use as a basis for questions about specific scenarios and activities?

Look at the test results. What opportunities and risks would you like to explore in more detail? At what points in the interview could this best be done?

Make relevant notes in the interview guidelines. Highlight in the guidelines the questions you want to ask. You don't need to use all the questions offered; choose the ones that seem best to you.

Greeting the candidate and structure of the interview

Greet the candidate, introduce yourself and summarize the aim and structure of the interview:

Aim of the interview:

- › Get to know the candidate and his thoughts on the position of professional driver.
- › Learning about the candidate's motivation and previous experience
- › Give the candidate information about the company and the job

Structure of the interview:

Provide a brief description of what will happen:

The following topics will be discussed in the next 30 to 60 minutes:

1. Career, experience and motivation
2. Discussion of specific work situations
3. The candidate's questions about the company and the job
4. The next stages in the process

Tell the candidate that you are taking notes and that you may interrupt his answers in order to focus on the points that are important to you. Answer any questions the candidate may have and move on to the subject of career and experience.