



The Personnel Selection Tool

Interview Guideline

Welcome – you are on the right path to accurate selection

You know this: questions in selection interviews are often general. They do not refer to the necessary competencies for the position.

This is different in a competency-based interview. You start with questions about motivation and then ask precise questions about personal, social and entrepreneurial competencies for the position.

You systematically evaluate the answers and come to a safe decision.

This is worth it, because a wrong decision is expensive. Terminating a probationary period costs you more than one year's salary and is frustrating for everyone involved.

Better strengthen your employer brand; a professional and transparent selection process with a competency-based interview is also well received by your applicants.

This guide is a short interview with two sample questions on the competency "own initiative".



Your Preparation

- Please familiarize yourself with the questions before the interview.
- Stay respectful and objective and take notes. They will help you to evaluate each candidate.
- Make sure that there is always time for questions from the applicant; this also creates eye level.

The competency-based Questions

- In a competency-based interview, you will ask the appropriate competency-based questions on all competencies in the requirement profile.
- Later you evaluate the answers on the basis of the scales (see page 8).
- How do you get to the complete interview guide with all the questions for your position? You can obtain it by booking the full version or the professional package on www.fairselection.info.
- There you will also find further information on your smart recruiting process.



Interview Guideline for Personnel Selection

Date:

Candidate:

Interviewer:

1. Greeting and Introduction

- Greetings and introduction of conversation partners.
- Information about the interview process.
- Short (!) presentation of the company.
- Information about the position
(tasks, responsibilities according to requirement profile).



2. Questions on work experience

Please briefly tell us about your key positions and your responsibility in each.

What are the biggest challenges in your field of work? What does success depend on?



3. Questions on candidate motivation and development

What exactly is interesting for you about the position? Please specify.

How would you like to progress professionally? What are your specific wishes? (such as expanding specialist knowledge, more tasks, more responsibility etc.)



4. Competency-based questions – two examples

At this point you start with the competency-based questions; you will later evaluate the answers of the applicants on the basis of the scales.

These are two sample questions on the competence "own initiative".

Please describe a situation where you were especially active in your job. What was the situation? What exactly did you do?

Please show us an example from your everyday professional life when you have advanced a new solution. What was it about? What did you do to promote the solution?



5. Questions of the candidate

End of the interview



Evaluation of responses to work situations - Assessment of competencies

Example competency „own initiative“

Behavioral patterns for evaluation:

- drives projects and processes
- acts on his own initiative
- drives for innovative solutions

Cannot be observed (1)	Observed at a below- average level (2)	Observed at an average level (3)	Observed at an about- average level (4)	Well above average (5)

Example competency „verbal communication skills“

Behavioral patterns for evaluation:

- shows interest in business partners' matters
- argues in a structural way
- words things clearly and comprehensively

Cannot be observed(1)	Observed at a below- average level (2)	Observed at an average level (3)	Observed at an about-average level (4)	Well about average (5)



How do you get these scales for your evaluation?

With the personnel selection tool, you not only create your requirement profile for the position with competencies; you also receive precisely coordinated interview guidelines and suitable evaluation scales .For ALL competency-based questions.

In this way you can fill your position accurately and document your decision professionally.

You can buy the complete package for all relevant competencies with the full version or the professional package at www.fairselection.info.

With the personnel selection tool, you can define the right candidate quickly, conveniently and professionally; you do not need to download any software, but simply compile guidelines in the software. You can then download them.



Notes on applicant: what did you notice about him/her?
