



Preferred Power Management – Recruiting Interview Guide 1.1

Candidate: _____ Interviews: _____ Date: _____

The first interview gives us a chance to find out about your background, and determine to some degree a match between the company and you. I will be asking questions about your previous work, and taking some notes while you answer. If at any time you have questions for me, please don't hesitate to ask.

Please walk me through your resume (or work history) tell me about the work you have done before, what you liked about each job, and why you left (or if still why they want to leave)

Ask for clarification regarding any gaps in work history, or why the applicant left a position

Are there times you cannot work? (if different from work application, have employee alter application and sign the changed application.)

How did the company hear about you, or how did you hear about us?

If we were to hire you, when would you be able to begin work?

Would you be willing to work permanently in another location if we had a job to offer you?

Are you familiar with the locations of our other stores?
For which specific job are you applying?
Why do you feel you would be the right candidate for this job?
Would you be willing to work temporarily in locations other than this location if needed? Nights, weekends, special events, staffing needs?
Do you have any upcoming plan that you did not list on the application for which you would need to be away from work?
What is your current level of compensation, and how are you paid? Any bonus or commissions?
If hired, would you be willing to undertake additional training to improve your skills? If the additional training required travel to different cities?
Why do you want to leave your current job?

Administer RAMQ1 and DiSC Assessment staple to this interview guide.