



Preferred Power Management – Interview Guide 3

Candidate Name: _____ Store: _____ Date: _____

During our time today, I would like to give you more details regarding the company, and answer any questions that you may still have regarding the company. I will also spend time discussing our employee benefits, work schedules, training calendar, and performance expectations. I would also like to summarize information that we gathered from your first two interviews, and verify that I have a correct understanding of your answers.

_____ will take notes during our time together today.

To begin, I would like to answer any questions that you may have from our previous two interviews.

Here are some questions for you based on things that you said during the previous meetings. (Use the space below to write the questions that you have regarding the first two interviews, the note taker should have the same copy.)

During our first two interviews, you said that there were several things that were important to you in your next job: we asked you to rate motivators in order of importance, and you stated the following ranking. (Transfer RAMQ answer onto the space below. Also list things that the applicant was passionate about, and that they seemed to feel the company would provide.)

- _____ Recognition
- _____ Advancement
- _____ Money
- _____ Quality of life

Verify that these are the things that are most important to the applicant, and now move into a presentation in which you show how the company meets or exceeds those expectations. This is the time to discuss performance expectations, verify work schedule and speak about training and any remote training that may be required. Dress codes, one-on-ones, and feedback should also be addressed.

ASK THE FOLLOWING FIVE QUESTIONS:

1. On a scale of 0 to 100, with 0 being I am going to remain where I currently am, or continue my job search and 100 being I would like to start tomorrow, where would you say that you currently are?

2. What else do you need to know to get you to 100? (Overcome any objections that they may have.)

3. Verify, so if we were to offer you a position, you would accept?

4. What if the company you are currently with offers you additional incentive to stay with them? (Plant seeds of doubt – if they offer more to you, only two things are possible, either you were worth that all along, and they were taking the save, or you are not worth that now, and they are buying time.....)

5. If you are working out a two week notice, would you be able to come in and do orientation with us during the days off that you have during the notice period? This would allow you to get up to speed more quickly, and of course you will be paid during the orientation for hours that you work.

Close this interview by thanking the applicant, and letting them know that you will not need to schedule additional interviews with them, and that you will be making a determination from all the applicants with whom you have visited, and will be in touch with them either way regarding the outcome. Ask for any last questions that they may have, and thank them for their interest in the company.