

Interview Guide

- Put the applicant at ease. Introduce yourself, your position, provide a brief background
- Let the applicant know how long the interview will last.
- Explain the process (what the next steps may be, what follow up to expect).

Ask About...	Qualified	Less Qualified	Availability:
1) The Job <ul style="list-style-type: none"> ✓ Walk me through your previous experience/current position. ✓ Why did you leave/are you leaving your current job? ✓ What interests you about joining the Gadabout Team? ✓ Describe the position they are applying for ✓ What interests you the position you're applying for 	<input type="checkbox"/>	<input type="checkbox"/>	Tuesday _____ Wednesday _____ Thursday _____ Friday _____ Saturday _____
2) Hospitality/Guest Connections <ul style="list-style-type: none"> ✓ Tell me about a time you did something "Above & Beyond" 	<input type="checkbox"/>	<input type="checkbox"/>	Don't Ask About...
3) Job Knowledge & Skills <ul style="list-style-type: none"> ✓ What have you recently done to improve yourself at work? ✓ Education is integral at Gadabout ✓ Gadabout is ever changing & evolving- How are you at adapting and transformation? 	<input type="checkbox"/>	<input type="checkbox"/>	Birthplace, Ancestry or National Origin <ul style="list-style-type: none"> ✗ How long has your family been in the U.S.? ✗ That's an unusual name - what does it mean?
4) Problem Solving, Decision Making, Judgment <ul style="list-style-type: none"> ✓ Tell me about the time you faced a problem/challenge at work and how you handled it. ✓ Multi-tasking 	<input type="checkbox"/>	<input type="checkbox"/>	Marital Status, Children or Pregnancy <ul style="list-style-type: none"> ✗ Are you planning to have children? ✗ What does your husband/wife do? ✗ What are your child care arrangements?
5) Education and Development <ul style="list-style-type: none"> ✓ Tell me about your willingness to learn and attend in salon & out education ✓ Tell a little about education in this department 	<input type="checkbox"/>	<input type="checkbox"/>	Physical Disability, Health or Medical History <ul style="list-style-type: none"> ✗ Do you have any pre-existing health condition? ✗ Are you on any medication?
6) Sense of Urgency <ul style="list-style-type: none"> ✓ Give me an example of when you did something without being asked to handle an obstacle/problem. 	<input type="checkbox"/>	<input type="checkbox"/>	Religion or Religious Days Observed <ul style="list-style-type: none"> ✗ What is your religious affiliation? ✗ What religious holidays do you celebrate? ✗ Do you attend church every week?
7) Integrity <ul style="list-style-type: none"> ✓ Describe a situation when you were working with someone who was not honest or ethical. What was it and how did you handle it? 	<input type="checkbox"/>	<input type="checkbox"/>	Age <ul style="list-style-type: none"> ✗ How old are you? ✗ What year were you born? ✗ I went to high school in Oakland too- what year did you graduate?
8) Communication Skills <ul style="list-style-type: none"> ✓ Describe a situation where you misunderstood something you needed to do. ✓ What happened and what did you learn from the breakdown. 	<input type="checkbox"/>	<input type="checkbox"/>	Criminal Records <ul style="list-style-type: none"> ✗ Have you ever been arrested? ✗ Have you ever been caught driving drunk?
9) Self-Management <ul style="list-style-type: none"> ✓ Tell me about a time you were frustrated or irritated with a situation and how you handled the situation. ✓ Image & professionalism 	<input type="checkbox"/>	<input type="checkbox"/>	Military Status <ul style="list-style-type: none"> ✗ Was your military discharge honorable or dishonorable? ✗ Are you in the reserves?
10) Sensitivity & Credibility <ul style="list-style-type: none"> ✓ How do you establish a working relationship with co-workers? ✓ Stage name 	<input type="checkbox"/>	<input type="checkbox"/>	

Benefits Pay:

Gadabout offers many benefits for their employees. From Insurance (Health/Dental/Vision) to 401K plan, VPTO earned after 90 days of employment, substantial discounts for you, advanced and continuing education, etc. How do these sound to you?

Beyond traditional benefits, we have many non-traditional benefits such as being closed on all major holidays, a fun team inspired environment, quarterly performance reviews, and multiple ways to grow in our company. Our hiring rate of pay is _____ with the opportunity to raise at specific points during your education, if you meet and exceed expectations as well as various bonus opportunities created throughout the year. We also do all of our promoting from within; if growth is what you are looking for, nothing goes unnoticed.

Impressions/Insights:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____
- 10) _____

Final Recommendation: Yes Recommend if... Do not recommend because...
