Candidate Name: _____   Interviewer Name: _____

Position: _____   Date: _____

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
1) The Job ✔ 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	☐	☐
2) Hospitality/Guest Connections ✔ Tell me about a time you did something "Above & Beyond"	☐	☐
3) Job Knowledge & Skills ✔ What have you recently done to improve yourself at work? ✔ Education is intregal at Gadabout ✔ Gadabout is ever changing & evolving- How are you at adapting and transformation?	☐	☐
4) Problem Solving, Decision Making, Judgment ✔ Tell me about the time you faced a problem/challenge at work and how you handled it. ✔ Multi-tasking	☐	☐
5) Education and Development ✔ Tell me about your willingliness to learn and attend in salon & out education ✔ Tell a little about education in this department	☐	☐
6) Sense of Urgency ✔ Give me an example of when you did something without being asked to handle an obstacle/problem.	☐	☐
7) Integrity ✔ Describe a situation when you were working with someone who was not honest or ethical. What was it and how did you handle it?	☐	☐
8) Communication Skills ✔ Describe a situation where you misunderstood something you needed to do. ✔ What happened and what did you learn from the breakdown.	☐	☐
9) Self-Management ✔ Tell me about a time you were frustrated or irritated with a situation and how you handled the situation. ✔ Image & professionalism	☐	☐
10) Sensitivity & Credibility ✔ How do you establish a working relationship with co-workers? ✔ Stage name	☐	☐

Availability:

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Saturday _____

Don't Ask About...

Birthplace, Ancestry or National Origin
- ✖ How long has you family been in the U.S.?
- ✖ That's an unusual name - what does it mean?

Marital Status, Children or Pregnancy
- ✖ Are you planning to have children?
- ✖ What does your husband/wife do?
- ✖ What are you child care arrangements?

Physical Disability, Health or Medical History
- ✖ Do you have any pre-existing health condition?
- ✖ Are you on any medication?

Religion or Religious Days Observed
- ✖ What is your religious affiliation?
- ✖ What religious holidays do you celebrate?
- ✖ Do you attend church every week?

Age
- ✖ How old are you?
- ✖ What year were you born?
- ✖ I went to high school in Oakland too- what year did you graduate?

Criminal Records
- ✖ Have you ever been arrested?
- ✖ Have you ever been caught driving drunk?

Military Status
- ✖ Was your military discharge honorable or dishonorable?
- ✖ Are you in the reserves?

GADABOUT SalonSpas   VerVe SALON · LIFESTYLE

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...