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Interview Guide

Position: Office Manager

Applicant Name:	Interviewing for position:	Interviewer:	Date:
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Foundational Competency Questions:	Comments:	Rating:
Competency: customer service		
1. <i>e.g. What part of the customer journey do you consider the most important and why?</i>		5 High 3 Med 1 Low
2.		5 High 3 Med 1 Low
Competency: organisation		
1. <i>e.g. Can you describe how you prioritise your workload in a general day?</i>		5 High 3 Med 1 Low
2.		5 High 3 Med 1 Low
Competency: team player		
1. <i>e.g. How do you see the role of Manager connecting with the team and ensuring their success?</i>		5 High 3 Med 1 Low
2.		5 High 3 Med 1 Low
Competency: self-learning		

1. <i>e.g. As a leader what would you say is your area to improve?</i>		5 High 3 Med 1 Low
2.		5 High 3 Med 1 Low
Competency:		
1.		5 High 3 Med 1 Low
2.		5 High 3 Med 1 Low
Self-Management:		
If I called your former boss, what would they say your best strengths are? What would you need to improve on?		
When you work hard and perform your job well, how do you like to be recognized?		
Conversely, when making a mistake, how would you like to receive feedback?		
What motivates you?		
Other Questions:		
Thinking about your best boss, what are traits they had that you most admired?		
What are your long-term career goals? 5 Years?		
Interviewers Comments:		Total Rating:
Availability:		

Upcoming vacation/appointments booked?		
Do they need specific days of the week off?		
What are their salary expectations?		
Questions from the Candidate		