



Candidate Name _____ Date _____

Position Applying for _____

REMINDERS WHEN HIRING

Internal Candidates

- Review resume
- Schedule a time to interview
- Have a discussion regarding the position

Staff Process

- Phone screen
- In-person interview
- References – Email Chrissy (HR) the name and email of the person you would like to move forward with and references will be completed.

Make sure you are following the same hiring process for all candidates applying for the same position. Meaning, if you are phone screening your applicants, you must do so for all.

Please have the following items completed and attached to a new hire PSF when sending to HR. New hires will not be processed unless all items are included in the hiring packet.

MANAGER CHECKLIST:

- New Hire Status form
- Employment App
- Phone Screen Notes
- In person Interview Notes
- Second Interview Notes (if applicable)
- Skill Survey Reference Packet or completed references done by the hiring manager

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HARKER IN PERSON INTERVIEW QUESTIONS - STAFF

1. Describe for me your ideal work environment:

2. What do you see as the greatest strength you bring to your job or work? What would be an area that you would like to see growth or improvement in?

3. Tell me about a mistake you made and how you handled it.

4. Describe a time when you had to deal with a difficult customer or co-worker. How did you handle the situation?

5. Can you provide me with an example of a time when you were given little or no instruction on a task and how you performed it?

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6. What do you like most about your current/last job?

7. What do you like least about your current/last job?

8. Give an example of an important goal that you set in the past. How did you go about achieving it?

9. Describe a time when you were instrumental in creating or improving a good relationship with another department within your company.

10. If offered this position, when would you be available for work?

If you are interested in checking for references, you may request them now:

11. You may have completed your references when you applied; they were optional. If you didn't enter your references at the time of applying, please send me your three references at your earliest convenience.

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Job Specific Questions (Minimum of 5)