

INTERVIEW GUIDE

POSITION: Domestic Worker INTERVIEWER: _____
CANDIDATE: _____ DATE: _____

First:

Using a position description, take the time to explain the role to the candidate. Make sure they are clear about what work is involved, and that you will answer any questions they might have? Ensure that all relevant documents are available, cv, references, identity documents, drivers' licence, etc
Edit the questions to suit the position and your requirements.

QUESTIONS	RESPONSES
1. In short, tell me about yourself.	
2. Why are you looking for a position at this time?	

3. Please tell me about all the different duties you have performed, the appliances and equipment you have used?	
4.1. How do you feel about health and safety? 4.2. The position is a vaccine mandatory position, how do you feel about that? 4.3. How do you feel about random alcohol and drug test?	
5. What skills / abilities do have over and above in relation to the position that we should consider favourably?	
6. Now that you have an understanding of the position, can you tell me what strengths you can bring to the position?	
7. 1. These are the working times – are you comfortable with that? 7.2. Are you prepared to work late hours, overtime, and weekends?	
8. Is there anything in particular I should know that may affect your application, or restrict your performance? Criminal checks, medical, disability, religious, family?	
9. What is the salary package / wage you are expecting?	

10. When can you start? 11. Do you have your own transport? 12. Do you have a place to stay – are you fine as a live-in?	
13. Do you have any questions or comments, or anything further you would like to add?	
14. There are numerous candidates, why should we offer you this position?	
Gross (X) recommendation and state why 12 Recommended / Border / Not Recommended	<u>Reason:</u>