

**Applicant Name:** \_\_\_\_\_

**Interviewer Name:** \_\_\_\_\_

**Date and Time:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Was the candidate on-time for the interview?**  YES  NO

**Previous Work Experience (last three):**

Tell me about your current job (Where do you work? What are your responsibilities? How long have you worked there? Why are looking to leave? What would your co-workers say about you?)

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Tell me about your previous job (Where did you work? What were your responsibilities? How long did you work there? Why did you leave? What would your co-workers say about you?)

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Tell me about your previous job (Where did you work? What were your responsibilities? How long did you work there? Why did you leave? What would your co-workers say about you?)

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**Do you have any volunteer experience? If so, where and what did you do?**

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**Communication Skills:**

How did you handle misunderstandings with co-workers at your current and/or previous positions?

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If candidate does not have prior employment experience, how did the candidate handle a conflict they experienced and how did they resolve it?

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**Customer Service:**

How do you define great customer experience?

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Tell me about a time you went out of your way to help someone.

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**Teamwork:**

How have you dealt with an unproductive teammate?

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**What role do you think communication plays in promoting good teamwork?**

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**Work environment:**

Describe your ideal work pace?

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**Why did you apply at VIOC?**

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**Are there any days and/or times you cannot work?**

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**Do you have reliable transportation?**

YES       NO

**Can you stand for long periods of time?**

YES       NO

**Can you bend, twist, kneel, go up and down stairs?**

YES       NO

**Can you occasionally lift 50 pounds?**

YES       NO

**Can you work in varying temperatures?**

YES       NO

**Confirm:**

**Rate of Pay**

**Hours of Operation**

**Benefits/401K/Employee Discounts**

**Vacation Policy**

**Safety, Uniform and Shoe Requirement**

**Paid Award Winning Training/Training Timeline (60 day, 90 day)**

**Advancement Opportunities**

**Questions for me?**

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