(INSERT COMPANY LOGO)

FIRST INTERVIEW

**Candidate's Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone** #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Interview Questions** | **Notes** |
| How did you hear about us? |  |
| Why are you interested in working here? |  |
| What position are you interested in? |  |
| What are your pay requirements per hour? |  |

**Availability**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Interview Questions** | **Notes** |
| Is it likely that your availability will change within the next three months? If yes, please explain. |  |
| If hired, can you provide proof of identify and authorization to work in the U.S.? |  |
| Have you ever been convicted of a crime? If yes, please explain. |  |
| Review the candidate’s experience. Ask why they switched companies/positions, responsibilities, etc.  |  |
| How would you go about making a customer feel welcomed in our restaurant? |  |
| Give me an example of a time you went above and beyond for a customer. |  |
| How would you diffuse a situation with an upset customer? |  |
| If you were finished with all of your tasks and had 45 minutes left on your shift, what would you do? |  |
| Tell me what you would do if you knew a co-worker was doing something in the restaurant that was dishonest. |  |
| What would you do if you saw a co-worker struggling with a task? |  |
| Tell me about the nicest thing you’ve done for someone you’ve worked with. |  |
| First interview completed by (print name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Recommend for second interview: Y NNotes for second interviewer:  |

SECOND INTERVIEW

**Candidate's Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone** #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Thoroughly review application
* Review first interview information (pay, availability, hours, shifts, experience, background)
* Using notes from first interview, ask questions to clarify and expand on answers

|  |  |
| --- | --- |
| **Interview Questions** | **Notes** |
| What motivates you to succeed? |  |
| What are your strongest attributes?  |  |
| What are your opportunities? |  |
| Tell me about the best job you’ve ever had. Explain. |  |
| What excites you about being part of our team? |  |
| What are you most proud of in your career thus far? |  |
| Who was your favorite supervisor? Why? |  |
| Who was your least favorite supervisor? Why? |  |
| Why do you feel you’re the right person this job? |  |

**I BELIEVE THIS CANDIDATE**:

Will take care of the customers, restaurant and be a great team player Y N

Understands the job Y N

Understands and accepts the hours and pay rate available Y N

Will be responsible and reliable Y N

|  |
| --- |
| Second interview completed by (print name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Offer made: Y N Hired: Y N If hired, date of orientation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |