

Easy Interview Jotter

from: Peopley

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Description

Make your interviews stand out and make stronger hiring decisions with this simple 'grab and go' visual tool. Inspire the right people to join your business... Because you can't afford to hire the wrong people! Gather the right information using our uniquely human interviewing format and de-risk your hiring decisions. Use for telephone, in-person or video interviews.

or behaviours to avoid repeat mistakes	Successes? Social media check	Salary progression	How? 
Scale of Current Position e.g. numbers, largest, smallest	Org structure & Management. Check similar ways of working	Team interfaces Internal & external - gets on well with? 	Culture Likes/dislikes What would they change? 
Current role Likes / most enjoys / values? 	Frustrations? Glad to leave behind?	Biggest challenges Lessons learned positive/negative	Proudest achievements 
Strengths Employer's most valued	Business contribution Hired for? What Legacy?	Low points? Triggers, Stress, Pressure 	Personal style Preferred manager's style Working mantras
Strengths Expert knowledge / tools / tools	Previous or incumbent in role mistakes 	Broken promises of employer? Promotion / training / salary What would they stay for? 	Weaknesses / improvements (Not: "strengths in disguise") Achilles heel?
Tech specific skills	Sales specific skills How Measured Extrinsic (external) -v- Intrinsic (internal) drivers Last big purchase . How?	Sales specific achievements Deal analysis	Describe personality Most admires / least admires company/person 
Drivers & motivations 	3 Most important things for next position	Learning, exploring, staying current Last book read / courses 	Bucket list / aspirations Hobbies

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