

## INFLATE GROUP | HR CONSULTING DIVISION

### STANDARD INTERVIEW QUESTIONNAIRES (CANDIDATE)

#### **Vacancy specific:**

1. Is this vacancy permanent or temporary?
2. If it is temporary, what is the duration of the contract?
3. Is this vacancy remote, hybrid or on-site-based?
4. What are the official working hours for this vacancy?
5. What is the structure of the total remuneration (outlining basic remuneration and benefits) for this vacancy?
6. Is this vacancy new or a replacement?
7. If it is new, what are the intentions of the organization for establishing this vacancy?
8. If it is a replacement, what happened to the previous incumbent? If resigned or dismissed, what are the reasons therefor (if at liberty to disclose)?
9. How long has this vacancy been vacant?
10. What has the organization done in an attempt to fill this vacancy?
11. What is the level or grading of this vacancy?
12. Who does this vacancy report to?
13. Are there any subordinates to this vacancy? If so, how many? What are their job titles and key performance areas?
14. What is the structure of the department or division for this vacancy?
15. What is the total number of employees in the department or division for this vacancy?
16. How and when is the performance of this vacancy measured?
17. Other than what has already been stated on the job spec or brief, in terms of the duties and required competencies for this vacancy, what are the expectations of the organization in order for the incumbent to succeed?
18. Are there any future growth plans for this vacancy and the department or division for this vacancy? If so, what are those plans? What are the timeframe? How is the department or division for this vacancy intending to achieve them?
19. Is there any travelling involved in this vacancy? If so, where to? How often? What is the structure of the allowance therefor?

#### **Organization specific:**

1. What is the total number of employees in the organization?
2. How many departments or divisions does the organization have?
3. How is the culture of the organization?
4. When does the organization perform salary reviews? What are the conditions thereto?
5. Does the organization offer any skills or continuing professional development support? If so, what kind of support? What are the conditions thereto?
6. What are some of the challenges the organization and the department or division for this vacancy are experiencing or have experienced, both internally and externally? What has the organization and/or department or division for this vacancy done to mitigate them?

7. What is the staff turnover in the organization and the department or division for this vacancy? If high, what are the reasons therefor?
8. What will be the next step after this interview, in terms of the recruitment process of the organization?
9. When does the organization anticipate a successful candidate to start?
10. When should I expect feedback?
11. Is there any other information you would like to share with me about this vacancy, the department or division for this vacancy and the organization in general?