

## Interview Record

### Software Engineer

Vacancy ( Specify precise vacancy, group, & location )	
Candidate Name	
Referred By	
Interviewer Name(s)	
Interview Date & Time	
Interview Location	



SAMPLE

## Guidance

### Section 1

The objective of this section is to give the candidate a formal introduction to the company and the role. A secondary objective is to settle the candidate down by taking a friendly conversational tone. Steps 1 to 4 below should take no more than 10 minutes.

1. Present background on company & product
2. Provide brief overview of our organization structure
3. Describe the Product
4. Briefly describe the role for which the candidate is being considered
5. Ask of the candidate understand what you have said. Avoid any detailed discussion until section 4.

Continue on to section 2.

### Section 2

The objective of this section is to satisfy yourself that the person has the minimum technical qualifications for the job. Ask at least one question in each technical category. If a candidates gives an ambiguous answer then ask more question in that category.

You should not move on to section 3 until you are satisfied. If you are unable to make a decision at this point then you should introduce a scenario question. (see separate library of scenario questions).

If the candidate has failed to convince then the candidate is rejected and you must terminate the interview by moving to section 4.

### Section 3

Only ask these questions if the candidate has completed section 2 to your satisfaction. Ask at least one question under each competency heading. Ensure that the candidate provides examples of actual behaviour and not hypothetical situations. i.e. You need to hear what did happen in the past rather than what might happen in the future. You must inform the candidate that unless real examples are provided then his application cannot succeed.

Before completing this section you must have either built up a clear picture of the candidate's past behaviour. Ask more than one question in each section if necessary. You should ask the candidate to elaborate and you should try to tie the candidate's stories together to build up a complete picture.

#### Section 4 Guidance


This section is common to all interviews. Ask all of the questions listed in section 4.  
After the interview, complete the interview appraisal form and submit to Human Resources.

SAMPLE

## Section 2 – Technical

Questions	Candidate Response	Rating	Interviewer Guidance
General Design		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
What is a software design pattern and why is it useful?			
Web Client			
What are JSPs, servlets and HTML?			
Client Development Concepts			
Please define and differentiate HTML, CSS, and JavaScript?			
J2EE Concepts			
What are Home, Remote Home and Local Home Interfaces ?			
Database Concepts			
What is the difference between Optimistic Locking and Pessimistic Locking?			
Development Languages			
On a scale of 1 to 5, 1 being entry-level, 5 being expert, rate your proficiency in the J2SE			
Performance Issue			
Queries against a table with a large amount of data are slow. What simple measure can be taken to improve performance?			

### Section 3 – Competencies

Questions	Candidate Response			Rating	Interviewer Guidance
Problem Analysis & Resolution	Situation/Task	Action Taken	Result		
Describe the most difficult professional problem you solved. How did you address the problem. What were the results?					
Interpersonal Skills					
Describe a situation where you had a conflict with another individual and how you dealt with it. What was the outcome?					
Communication					
Describe a recent situation where you were able to successfully communicate with another person even when that individual may not have personally liked you (or vice versa). What approach did you take?					
Customer Orientation					
Describe a situation where you had to deal with a very upset customer. What did you do and was it effective?					
Management					
Give me a specific example of a time when you did not meet a deadline. How did you handle it?					

Section 4 – General & Wrap Up

Questions	Candidate Response	Rating	Interviewer Guidance
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Travel			
Clearly explain the travel requirements of the job. Does the candidate have any issues with this?			
Reasons for leaving current employment			
What are your reasons for wishing to leave your current employment (if this applicable)?			
Why us?			
Why do you want to join us?			
What attracted you about the company?			
What are your career goals?			
Does the candidate have any questions?			
Tell the candidate that the interview is over and ask if they have any questions about the role or the organization.			
Does the candidate want the role?			
Do you want this role?			
Why?			