

BUSINESS ADMINISTRATOR INTERVIEW

DATE / /

NAME

INTERVIEWERS

INTERVIEW NOTES AND STANDARD QUESTIONS

SAMPLE INTRODUCTORY QUESTIONS

(CHOOSE ANY THAT HAVE NOT BEEN ASKED IN THE FIRST SCREEN)

TELL ME A LITTLE ABOUT YOUR CURRENT ROLE AND RESPONSIBILITIES.

WHAT INTERESTS YOU ABOUT MOVING YOUR CAREER TO (NAME OF COMPANY)?

WHAT WOULD BE IMPORTANT TO YOU ABOUT THE NEXT PLACE THAT YOU WORK?



BUSINESS ADMINISTRATOR INTERVIEW

RESULTS FOCUS

CAN YOU TELL US ABOUT SOMETHING THAT YOU ARE PROUD OF ACHIEVING WITHIN THE WORK ENVIRONMENT?

- WHAT WAS THE SITUATION?
- WHAT DID YOU DO THAT MADE IT A POSITIVE OUTCOME?
- CAN YOU GIVE AN EXAMPLE OF HOW YOU REMAINED FOCUSED ON A PARTICULARLY CHALLENGING TASK?
- WHAT MADE IT CHALLENGING?
- HOW DID YOU APPROACH IT?
- WHAT WAS THE OUTCOME?

RESULTS FOCUS

MAINTAINS A STRONG FOCUS ON RESULTS, DRIVING
TASKS AND PROJECTS TO COMPLETION

Rating (1-5) _____

1 = No evidence

2 = Poor or little evidence

3 = Some good evidence and some poor evidence, but overall ok

4 = Some very good evidence, little or no poor evidence

5 = Excellent evidence with no poor evidence



BUSINESS ADMINISTRATION INTERVIEW

CRITICAL THINKING

CAN YOU GIVE AN EXAMPLE OF A TIME WHEN YOU SPOTTED A MISTAKE OR POTENTIAL PROBLEM BEFORE IT HAD TURNED INTO SOMETHING MUCH BIGGER?

- HOW DID YOU BRING IT TO OTHER'S ATTENTION?
- WHAT ACTION DID YOU TAKE?
- WHAT WAS THE OUTCOME?

CRITICAL THINKING

TAKES OWNERSHIP FOR SOLVING PROBLEMS EFFECTIVELY,
AND MAKES SOUND DECISIONS

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BUSINESS ADMINISTRATION INTERVIEW

DETAIL THINKING

CAN YOU GIVE AN EXAMPLE OF THE MOST COMPLEX PIECE OF WORK YOU HAVE HAD TO DO?

- WHAT MADE IT COMPLEX?
- HOW DID YOU ENSURE THAT DETAILS WERE NOT MISSED AND MISTAKES MADE?
- WOULD YOU DO ANYTHING DIFFERENTLY GIVEN THE TASK AGAIN?

DETAIL ORIENTATION

PAYS ATTENTION TO DETAIL IN ORDER TO PRODUCE HIGH QUALITY OUTPUT, NO MATTER WHAT THE PRESSURES

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BUSINESS ADMINISTRATION INTERVIEW

EFFICIENCY

CAN YOU GIVE AN EXAMPLE OF SYSTEMS AND PROCESSES THAT YOU IDENTIFIED COULD IMPROVE THE EFFICIENCY OF THE ORGANISATION?

- WHAT WERE THEY?
- WHAT WAS THE OUTCOME?

EFFICIENCY

TAKES A WELL ORDERED AND METHODOLOGICAL APPROACH
TO TASKS TO ACHIEVE PLANNED OUTCOMES

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BUSINESS ADMINISTRATION INTERVIEW

COMMON SENSE

WHEN HAVE YOU HAD TO RELY ON YOUR COMMON SENSE IN ORDER TO MAKE A DECISION OR JUDGEMENT?

- WHAT WAS THE SITUATION?
- WHAT WAS THE RESULT?

COMMON SENSE

MAKES PRAGMATIC JUDGMENTS BASED ON PRACTICAL THINKING
AND PREVIOUS EXPERIENCE

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BUSINESS ADMINISTRATION INTERVIEW

INITIATIVE

CAN YOU THINK OF A TIME WHEN YOU WERE UNSURE OF WHAT TO DO, YOUR BOSS WAS NOT AROUND TO ASK, BUT YOU TOOK SOME FORM OF ACTION?

- WHAT WAS THE SITUATION?
- WHAT MADE IT DIFFICULT?
- WOULD YOU DO ANYTHING DIFFERENTLY?

INITIATIVE

TAKES INDEPENDENT ACTION TO MAKE THINGS HAPPEN AND
ACHIEVE GOALS

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BUSINESS ADMINISTRATION INTERVIEW

EMOTIONAL CONTROL

CAN YOU DESCRIBE A TIME WHEN YOU WERE WORKING UNDER TREMENDOUS PRESSURE?

- WHAT WAS THE SITUATION?
- WHAT DID YOU DO?
- WHAT WAS THE OUTCOME?

EMOTIONAL CONTROL

CANDIDATE IS AWARE OF THEIR EMOTIONAL 'TRIGGERS'
AND HOW TO CONTROL THESE ENSURING THAT THEY REMAIN CALM AND PRODUCTIVE

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INTERVIEW REPORT FORM

NAME

JOB TITLE

CURRENT COMPANY

LOCATION

TEL NUMBER

DATE

SALARY SOUGHT

COMPETENCY

RESULTS FOCUS

CRITICAL THINKING

DETAIL ORIENTATION

EFFICIENCY

COMMON SENSE

EMOTIONAL CONTROL

TOTAL

RATING

ADDITIONAL NOTES

