

Interview Guide

Candidate: _____ Date: ___/___/___
Position: Delivery Driver Interviewer: _____

EMPLOYMENT HISTORY: (Company, Job Title, Employment Dates, Salary)

- 1.
 - 2.
 - 3.
-

SKILLS/LOCUS OF CONTROL QUESTIONS

SKILLS SCORING: 5 = Excellent
4 = Above Average
3 = Satisfactory
2 = Below Average
1 = Unsatisfactory

LOCUS OF CONTROL SCORING: I = Internal
E = External

Question 1

1 2 3 4 5 I E

Tell me about a specific time when you had trouble getting to work on time.

What actions did you take?

What was the end result?

Question 2

1 2 3 4 5 I E

Tell me about a specific time when it was a challenge for you to find a delivery location.

What actions did you take?

What was the end result?

Question 3

1 2 3 4 5 I E

Tell me about a specific time when you had difficulty delivering all of your packages.

What actions did you take?

What was the end result?

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Question 4

1 2 3 4 5 I E

Tell me about a specific time when you had to deal with tough driving conditions.

What actions did you take?

What was the end result?

Question 5

1 2 3 4 5 I E

Tell me about a specific time when you had to deal with an upset customer.

What actions did you take?

What was the end result?

Career Fit Questions

Question 1

MATCH MISMATCH

Out of all the jobs you've held which one was your favorite and why?

Question 2

MATCH MISMATCH

Out of all the jobs you've held which one was your least favorite and why?

Question 3

MATCH MISMATCH

On your last performance evaluation, in which three areas were you rated strongest?

Question 4

MATCH MISMATCH

On your last performance evaluation, tell me two areas you could improve upon?

LoC Question 4

I E

What have you done to improve your weaknesses?

Question 5

MATCH MISMATCH

Tell about the career goals you have for the next 2 to 5 years.

LoC Question 5

I E

What steps have you taken toward reaching them?

Interview Guide

Candidate Assessment: All 3 must be "Yes" to meet Hiring Standards

Did the candidate demonstrate:

- | | |
|---|----------|
| 1. At minimum, a Satisfactory Skill level for job responsibilities? | YES / NO |
| 2. A Predominant Internal Locus of Control? | YES / NO |
| 3. A Predominant Career Fit match? | YES / NO |

RECOMMEND FOR HIRE

YES / NO