

PRESELECTION INTERVIEW for the position of: _____

SECTION 1 – GENERAL INFORMATION

Name: _____

Note: _____

Phone number: _____

Language: French ☐ English ☐ Other _____

Salary expectations - minimum: _____

Scheduling availability: day ☐ evening ☐ night ☐

Do you know anyone who works for us? no ☐ yes ☐ _____

Have you ever worked for a company such as ours? no ☐ yes ☐ _____

SECTION 2 – INTERESTS

Why do you want to work for us? (Check off the answers you hear and note down other answers in the empty boxes)

Interesting job – challenge <input type="checkbox"/>	Need to work <input type="checkbox"/>	Enjoy learning <input type="checkbox"/>	Want to work <input type="checkbox"/>
Related experience <input type="checkbox"/>	Know employees <input type="checkbox"/>	<input type="checkbox"/> Enjoy helping others	
Other: _____			

What do you know about a company such as ours? _____

Do you have schedule constraints? No ☐ Yes ☐ Specify: _____

SECTION 3 – CANDIDATE CHARACTERISTICS

What are your main qualities that make you the ideal candidate for a job with our company? (Check off the answers you hear and note down other answers in the empty boxes)

Resourceful <input type="checkbox"/>	Versatile <input type="checkbox"/>	Fast learner <input type="checkbox"/>	Fast/efficient <input type="checkbox"/>
Punctual <input type="checkbox"/>	Hard-working <input type="checkbox"/>	Enjoy teamwork <input type="checkbox"/>	Autonomous <input type="checkbox"/>
Available <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 4 – WORK EXPERIENCE

What is your main related work experience that connects with the position you are applying for? _____

Do you have any particular restrictions or constraints related to the job (clothing – gear – heights – etc.)? _____

SECTION 5 – PERCEPTION OF CANDIDATE'S SKILLS

Perceptions that will help make a judgment on the candidate's skills and interests?

Masters language <input type="checkbox"/>	Listens well <input type="checkbox"/>	Seems interested <input type="checkbox"/>	Valid experience <input type="checkbox"/>	Mobile <input type="checkbox"/>	Reliable <input type="checkbox"/>
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Starting from what date will you be available to work? _____

Section reserved for the interviewer

What is your overall appraisal of the candidate?

A+ <input type="checkbox"/>	A <input type="checkbox"/>	B <input type="checkbox"/>	C <input type="checkbox"/>	Eliminate from consideration <input type="checkbox"/>	Give reason: _____
Interview scheduled for: _____ Time: _____ Location: _____					

Interviewer signature: _____ Date: _____

Don't forget to attach the job application form and resumé to this document!