# Smile and put the candidate at ease. Remember the 80/20 Rule. You should listen for 80% of the interview and speak for 20% of the time during the interview.

Weekend Availability? Holidays? Y or N Able to work 4 shifts/week? Y or N

**0 1 2**

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| --- | --- | --- | --- | --- |
| 1. Tell me a little about yourself. | 2 = Smiles often and makes eye contact..  Friendly, upbeat, positive attitude and/or outgoing.  1 = More reserved. Does not smile often.  0 = Does not smile. No eye contact. Unfriendly.  Response: |  |  |  |
| 2. Please tell me about your greatest accomplishment. | 2 = Describes a specific situation and explains WHY it  was so important - shows motivation or initiative  1 = Describes specific situation  0 = No answer or vague response  Response: |  |  |  |
| 3. Why do you want to work for Restaurant? | 2 = Knowledgeable about Restaurant, likes Restaurant,  gives TWO or more good reasons why they want  to work at Restaurant  1 = Gives ONE reason why they want to work for Restaurant  0 = Does not know Restaurant. No answer or vague  response  Response: |  |  |  |
| 4. A guest receives burnt chicken and is very upset. What would you do? | 2 = Listens, apologizes, tells a manager, solves the  problem and makes sure the guest is happy.  1 = Only apologizes, does nothing to improve situation  or change the customer’s perception  0 = Confronts the customer, gets defensive, has  negative response, no answer or vague response  Response: |  |  |  |
| 5. Why should I hire you? | 2 = Smiles and mentions TWO or more of the following:  Loves Restaurants, Friendly , Has Customer  Service Experience, Motivated, Honest, Has Integrity,  Energetic, Hard Working Loves People, Outgoing  1 = Mentions ONE of the above  0 = No answer or vague response  Response: |  |  |  |

**5 = Minimum Score to continue interview process Total Score: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Do you have any questions for me? Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Second interview? Y or N If yes, date and time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## Candidate Name

**Interviewer Name Date**