

Interview Guide for Employers

(Evaluative Material)

Candidates Name: _____ Date _____

What is it that you want to do and why? (Law, type of firm, f/time/p/time/contracting/temping, location)

What would your ideal position look like? Why?

What are the skills that you can bring to a role / offer to an employer? Can you give me an example of those skills?

What is it in your current role that works well for you and Why?

- That you really like to do/ would like to repeat

What have you enjoyed most in your previous roles? Why? Example/s?

Is there anything in your current role that doesn't work for you? Why? Example/s?

What accomplishment(s) or aspect(s) of your current/most recent work are you most proud of? Why are you proud of this and describe to me how you accomplished it?

In your last performance review/position, what aspects of your work did your reviewer mention as needing to improve the most, to take your work performance to the next level. Tell me what you have done with respect to that feedback?

How important is work life balance & what challenges are there for you?

Questions around specific competencies required for the position/legal. (Identified by the client e.g. attention to detail, organised, follow through, keen to learn)

How would your manager/ colleague/friend describe your personality? Why would they say that about you?

Tell me about a position where the manager/team/colleagues worked well for you. What was it about them that worked well?

What other position have you applied for? Why did you apply for that position?

What time frame are you looking to move from your role?

Check you have - copy of passport /Visa written references

Academic record Qualification/Degree documents Practicing certificate

Outline recruitment process with the candidate- where do we go from here?