



## INTERVIEW GRID

Thorens Solutions has developed a general interview grid that allows managers to follow a simple and uniform structure to evaluate their candidates in a first interview.

### 1. Greeting and Explanations

Greet the candidate and make them feel comfortable by chatting with them informally.

Then detail the steps and timelines in the process.

Do not underestimate the importance of putting the candidate at ease in order to help reduce their stress. You will gain their trust and it will be easier for them to answer your questions accurately.

### 2. Academic Validation

Validate if the degrees are completed, in which year, at which institution and in which city.

Ask the candidate about their academic background in order to assess the relevance of their training for the open position.

### 3. Professional Validation

Next, ask about the last ten years of employment, focusing specifically on the last five.

Ask the candidate to describe their major tasks and responsibilities as well as their accomplishments for each job.

The objective is to evaluate the relevance of their experience for the position to fill.



#### 4. Reason for Departure

Ask the candidate to explain the reasons for leaving their previous jobs.

This allows you to identify what didn't work for them in their previous employment and to assess whether their needs and expectations will be met within your company.

#### 5. Technical Validation

##### **Validate the key requirements**

Perform a technical validation of the qualifications the person must have to perform in the position. Ask about the frequency and number of years of experience.

##### **Validate the assets**

Perform a technical validation of the components of the position that are an asset. Again, validate the frequency and number of years of experience.

##### **Note**

This section proves to be an excellent review of sections 2 and 3. It ensures that you have all the information you need to make a decision.

#### 6. Validation of Recent Salary

You need to approach the question of the salary directly, with impartiality and without hesitation in order to get the right answers.

First, validate the salary history of the last three years or the last two jobs by asking for the starting salary and the salary at the time of departure.

#### 7. Validation of the Candidate's Expectations

Ask the candidate about their salary expectations in relation to the position available.

If it doesn't seem to be consistent with the candidate's salary history, inquire more about the nature of their expectations.



## 8. Presentation of the Position

If you are interested in the candidate, it is very important to present and sell the elements that are part of the job.

**Here are the main elements to address:**

- Short-term challenges
- The goals for the position
- The schedule and benefits
- Company culture and its future
- Management style

Then check the candidate's expectations and interest in the position.

## 9. Informal Discussion

Check if the candidate has any questions and inform them of the next steps in the process.

Start a conversation with them about their motivations, hobbies and interests.

You can ask them what they are looking for in an employer, what their constraints are and what they want to avoid at all costs.



## FEEDBACK FROM THE INTERVIEW

At the end of this first interview, you should be able to evaluate three main aspects of the candidates to determine if they will qualify for a second interview: their stability, consistency and relevance.

<b>Stability</b>	<b>Consistency</b>	<b>Relevance</b>
<p>The candidate demonstrates good stability in their professional career. They remain with the same employer for several years.</p>	<p>The company culture, responsibilities and challenges of the position are consistent with the candidate's expectations, motivations, values, needs and career path.</p>	<p>The candidate has the required experience, knowledge and skills for the position.</p>

## GET PERSONALIZED ADVICE FROM OUR EXPERTS

Email: [info@thorens-solutions.com](mailto:info@thorens-solutions.com)

Montreal: 514-842-7846

Drummondville: 819-445-7846