

CONFIDENTIAL

Interview Guide for *Electrical Engineer*

Department:		Reference Code:	
Candidate Name:			
Date of Interview:		Company job level & family:	
Interviewer(s):			

IG level & family:	<i>Level 2: Technical/Professional - Architecture / Engineering</i>
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Job Description or Overview:
<i>Design, develop, test, or supervise the manufacturing and installation of electrical equipment, components, or systems for commercial, industrial, military, or scientific use.</i>

Step 1: Preparation (Prior to the Interview)

- Review the job description and other information relevant to the position.
- Review the candidate's application / resume.
- If a team interview, determine interviewing roles (who to open/close?).
- Generate (or obtain) the job-specific Interview Guide using Interview Generator and write technical questions, as needed.

Step 2: Rapport Building Questions

(2-3 minutes; total time 2-3 min.)

- Thank the candidate for coming and for their interest in the position.
- Introduce yourself (and other interviewers, if a team interview).
- Ask an ice-breaker question, i.e., directions, weather, news event, etc.

Step 3: Introduction and Process

(2-3 minutes; total time 4-6 min.)

- Position being interviewed for is *Electrical Engineer*
- Describe the process

Our conversation today will last about 50–60 min. The last 5 minutes or so will be for your questions about the role or our organization. The bulk of time will focus on you and your past experiences. I/we will be asking some “Behavioural” questions that involve you giving examples of what you have done in the past. In your examples please be specific; describe the situation that lead up to your actions, what you did (your Behaviour), and what happened as a result.

Take your time -- there are no right or wrong answers.

- I/we will take notes during the interview (kept strictly confidential).
- Do you have any questions concerning the interview process before we begin?

Step 4: Probing / Follow-up Questions

(3-10 minutes; total time 7-16 min.)

Responses to Behavioural questions should include a clear description of the situation leading up to what the person did, the action s/he took, and the result achieved.

1. *If the situation is unclear or missing, you can ask:*
 - *What led you to?*
 - *What was the situation previously?*
 - *Why did you do that?*
2. *If the action is unclear or missing, ask these kinds of questions:*
 - *Tell me what YOU actually did ...*
 - *Give me more detail about what you did (your contribution) ...*
 - *Walk me through the steps ... what did you actually do?*
3. *If the result is unclear or missing, ask these kinds of questions:*
 - *What eventually happened?*
 - *What was the outcome*
 - *What was the financial impact of ...?*

Step 5: Background / General

(5-6 minutes; total time 12-22 min.)

Note to interviewer: You do not need to ask all of these questions.

Interview Question:	What interested you about this position at this company?
Notes:	

Interview Question:	What do you already know about this company and this particular role?
Notes:	

Interview Question:	What do you think you can bring to this position from past experiences?
Notes:	

Interview Question:	As you understand the position, what strengths would you bring to this job?
Notes:	

Interview Question:	We all need to develop. What area do you need development in for this job?
Notes:	

Interview Question:	What aspects of your current position do you enjoy most? Least?
Notes:	

Interview Question:	What is your most significant recent achievement?
Notes:	

Step 6: Technical Skills and Knowledge

(3-10 minutes; total time 15-32 min.)

Note to interviewer: Insert any technical questions that are specific to this role.

Target Behaviour:	
Interview Question:	
Notes:	

Target Behaviour:	
Interview Question:	
Notes:	

Target Behaviour:	
Interview Question:	
Notes:	

Target Behaviour:	
Interview Question:	
Notes:	

Target Behaviour:	
Interview Question:	
Notes:	

Step 7: Competencies/Behavioural Questions

(approx 30 min; total time 45-62 min.)

Note to interviewer: This time includes Step 7: Probing/Follow-up questions below.

Competency:	<i>Ability To Take Initiative/Responsibility</i>
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Target Behaviour:	<i>Accepts responsibility for project management or improvement efforts.</i>
Interview Question:	<i>Describe a project you managed... How did you coordinate others' contributions?</i>
Notes:	

Target Behaviour:	<i>Enjoys the challenge involved with implementing demanding and/or complex projects.</i>
Interview Question:	<i>Describe a demanding or complex project you were responsible for implementing. What did you do?</i>
Notes:	

Target Behaviour:	<i>Able to overcome significant obstacles to meet commitments.</i>
Interview Question:	<i>Describe a time when you ran up against a barrier that you had to overcome in order to meet a commitment.</i>
Notes:	

Target Behaviour:	<i>Eagerly accepts additional responsibility.</i>
Interview Question:	<i>Describe a time when you found your accountability for a process or program expanding beyond your initial expectations. What did you do about it?</i>
Notes:	

Competency:	Analytical Skills
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Target Behaviour:	<i>Demonstrates efficient information-gathering and analytical skills; solves complex problems with effective solutions.</i>
Interview Question:	<i>Describe a problem you worked on that required quite a bit of research and analysis. Describe the process you went through.</i>
Notes:	

Target Behaviour:	<i>Seeks clarification of causal factors versus a "fix the symptom" mentality; quickly analyzes cause-and-effect relationships.</i>
Interview Question:	<i>Describe a time when you set out to fix a specific problem and found yourself questioning the root cause of the problem.</i>
Notes:	

Target Behaviour:	<i>Is able to independently modify complex procedures or processes to make them more efficient.</i>
Interview Question:	<i>Tell me about a complex procedure or process you modified in some way to make it more efficient.</i>
Notes:	

Competency:	Attention To Detail
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Target Behaviour:	<i>Understands the importance of accuracy and precision to overall quality of the work; may not always like to attend to details, but has disciplined him/herself to do so anyway.</i>
Interview Question:	<i>Attending to details can be tedious... Describe a job you worked on that really tested your ability to be consistently accurate and precise.</i>

Notes:	
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Target Behaviour:	<i>Has an "eye" for detail and takes the time necessary to check work carefully before it goes out.</i>
Interview Question:	<i>Tell me about a time when you caught an error that others may have missed, and why correcting the error was important.</i>
Notes:	

Target Behaviour:	<i>Builds quality checks into processes.</i>
Interview Question:	<i>Tell me about a work process you worked on that needed a quality check built in so that errors were not made.</i>
Notes:	

Target Behaviour:	<i>Develops fully actionable plans that successfully respond to identified issues.</i>
Interview Question:	<i>Describe an action plan you formulated recently... What was included and how did you work through it?</i>
Notes:	

Competency:	<i>Cost Consciousness</i>
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Target Behaviour:	<i>Has a good sense of estimation (i.e., time, cost); can realistically project how things will play out; anticipates problems; checks progress.</i>
Interview Question:	<i>Tell me about a time when you estimated the time or cost of a major project. How close were you?</i>

Notes:	
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Target Behaviour:	<i>Has an understanding of the importance of cost control, not just accomplishment of the objective; keeps an eye on the budget even when he/she is not ultimately responsible.</i>
Interview Question:	<i>Describe how you go about controlling and monitoring costs associated with your work, or projects?</i>
Notes:	

Competency:	<i>Critical Thinking Ability</i>
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Target Behaviour:	<i>Quickly sees the long-term consequences of higher-level strategies and decisions on his/her own unit, or group.</i>
Interview Question:	<i>Describe a higher-level decision that was made that you knew was going to have implications for your area. What did you do?</i>
Notes:	

Target Behaviour:	<i>Analyzes, business/ industry trends and links these to organizational operations; can project how trends might play out at work.</i>
Interview Question:	<i>Tell me about an issue you're aware of that you think will significantly impact your area of responsibility over the next two years.</i>
Notes:	

Target Behaviour:	<i>Uses a variety of techniques to challenge his/her assumptions and fine-tune arguments/ideas.</i>
Interview Question:	<i>Tell me about a new system or process you developed and how you went about testing it to make sure it would work.</i>

Notes:	
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Target Behaviour:	<i>Takes care to weigh and balance the potential benefits of different courses of action before acting or making a decision.</i>
Interview Question:	<i>Describe an experience you had in which you had to pick a solution from a variety of different alternatives. What went into your thinking?</i>
Notes:	

Competency:	<i>Functional Knowledge</i>
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Target Behaviour:	<i>Has expert knowledge in advanced aspects of his/her professional discipline; serves as resident technical advisor to senior management.</i>
Interview Question:	<i>Describe a time when you served as a technical advisor to senior management.</i>
Notes:	

Target Behaviour:	<i>Has basic knowledge of the industry and regulatory environment.</i>
Interview Question:	<i>Describe the current business environment of your industry or field. What issues are 'hot' right now?</i>
Notes:	

Target Behaviour:	<i>Has comprehensive knowledge of the business unit's core operations.</i>
Interview Question:	<i>Describe the depth and breadth of your knowledge about your work unit's core operations. Where do you feel you need more training?</i>

Notes:	
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Competency:	Organization/Planning Skills
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Target Behaviour:	<i>Demonstrates an orderly thought process; is systematic and willing to delegate; is good at coordinating to achieve results.</i>
Interview Question:	<i>Describe a project you worked on in which your organizational skills were really put to the test.</i>
Notes:	

Target Behaviour:	<i>Highly values efficiency and effectiveness; is always looking to improve personal organizational skills.</i>
Interview Question:	<i>Tell me about a time when you found a way to be more efficient or effective at work.</i>
Notes:	

Target Behaviour:	<i>Creates effective coordination mechanisms (i.e., spreadsheets, project management applications, etc.).</i>
Interview Question:	<i>Give me an example to illustrate how you have tracked all the tasks, stages of completion, as well as all the related issues that arise within a project.</i>
Notes:	

Target Behaviour:	<i>Reviews his/her plans regularly and makes midcourse corrections when things aren't working right.</i>
Interview Question:	<i>Have you ever needed to change your plan in the middle of it? What did you do?</i>

Notes:	
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Competency:	<i>Problem Solving Ability</i>
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Target Behaviour:	<i>Seeks out and utilizes "best practices" information; develops system-based solutions to complex problems.</i>
Interview Question:	<i>Describe a time when you went looking for a better way to do something, perhaps outside your group or organization.</i>
Notes:	

Target Behaviour:	<i>Anticipates problems and quickly acts to resolve them; acts decisively; brings sources of error to management's attention.</i>
Interview Question:	<i>Tell me about a time when you anticipated a potential problem and what you did about it.</i>
Notes:	

Target Behaviour:	<i>Devises innovative solutions to difficult problems; can see underlying patterns and perform sound analyses; looks beyond the obvious.</i>
Interview Question:	<i>Give me an example of a difficult problem you encountered. How did you take it apart and begin working on a solution?</i>
Notes:	

Step 8: Candidate Questions

(5 minutes; total time 50-67 min.)

Note to interviewer: Candidate questions about the role / organization

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Step 9: Closing Questions

(2-3 minutes; total time 52-70 min.)

Interview Question:	If you are the successful candidate, what do you hope to gain from this opportunity, and how would this position fit in your career plan?
Notes:	

Interview Question:	Is there anything that you would like to add at this time that we haven't talked about already?
Notes:	

Interview Question:	What questions do you have of me?
Notes:	

Explain next steps and time-lines in selection process and thank the candidate for coming in to interview.

For external candidates only - *If appropriate, ask the candidate if s/he has specific salary expectations for this role.*

Interview Question:	HR may be contacting you to conduct a reference, education, and work experience check. What is the best way to contact you?
Notes:	

Step 10: Candidate Assessment

Occurs only after the candidate has left.

CRITERIA WEIGHTING	CANDIDATE ASSESSMENT
5 = Vital	5 = Exceeds
4 = Very Important	4 = Meets
3 = Important	3 = Meets with exception
2 = An Asset	2 = Potential to meet
1 = Somewhat Beneficial	1 = Not met

Job Criteria	Criteria Weighting	Candidate Assessment	Total Score
<i>Technical skills</i>			
<i>Ability To Take Initiative/Responsibility</i>			
<i>Analytical Skills</i>			
<i>Attention To Detail</i>			
<i>Cost Consciousness</i>			
<i>Critical Thinking Ability</i>			
<i>Functional Knowledge</i>			
<i>Organization/Planning Skills</i>			
<i>Problem Solving Ability</i>			
Other:			
FINAL SCORE:			

SUMMARY

Strengths

Concerns

Conclusion

CANDIDATE COMPARISON CHART

Department:		Reference Code:	
Job Title:	<i>Electrical Engineer</i>		
Date of Interview:			
Interviewer(s):			

Candidate Names	1		2		3		4	
	Assess	Total	Assess	Total	Assess	Total	Assess	Total

NOTES:
