

IN-DEPTH INTERVIEW GUIDE

Applicant's Name: _____

Interviewer: _____ Interviewer Signature: _____

Date: _____

Instruction:

- 1) There are 14 questions which contain objectives to help you look for the skill, abilities and characteristic in the candidate when asking each question.
- 2) Rate the candidate for each question using the rating from Poor - 1 to Outstanding - 5 by circling the number.
- 3) Utilize the "Notes" section to take down:
 - the area that you would like to review
 - the topics that you have discussed with your candidates
 - the information that support your rating

Example:

Question	Rating					Notes
Working Experience/Education Background						He has 10 years in experience in expanding high
Objective: How candidate's previous working experience can help him/her in this career?						
1. Tell me about your current job.	1	2	3	4	5	

Question	Rating					Notes
Personal Profile/Working Experience/Education Background						
Objective: How candidate's previous working experience can help him/her in this career?						
1. Age	1	2	3	4	5	
2. Education Level	1	2	3	4	5	
3. Tell me about your current job.	1	2	3	4	5	
Section A: Personal Profile	Total Score: ()/15 * 15% =					

Resilience						
Objective: Resiliency is the ability to persist in the face of adversity and recover quickly from setbacks.						
4. Tell me about the biggest obstacles/challenges that you have faced at work/in life.	1	2	3	4	5	
Adaptability						
Objective: Ability to adapt to changes in what had been planned						
5. Sometimes it seems no matter how much we try, our day does not go according to what we have planned. Tell me about a situation when you faced a sudden change.	1	2	3	4	5	
Independence and Self-Reliance						
Objective: Ability to work independently without close supervision						
6. Tell me about the most recent time you have worked on your own without direct supervision (job, volunteer work, etc.)	1	2	3	4	5	
Goal Oriented						
Objective: Ability to set goals and ability to accomplish the goal set						
7. Many people find that setting goals can be helpful when they are trying to achieve something in their life. Tell me about the last major goal you set for yourself.	1	2	3	4	5	
Section B: Characteristic	Total Score: ()/20 * 35% =					

Willingness to Be Trained						
Objective: Does the candidate see training as important?						
8. What do you think about attending job-related training?	1	2	3	4	5	
Time Commitment						
Objective: Willingness to commit in work as a Life Planner						
9. What is "work-life balanced" to you?	1	2	3	4	5	
Section C: Passion and Commitment	Total Score: ()/10 * 30%					

Question	Rating					Notes
Business Acumen Objective: Candidate shows a keenness and depth of perception in practical matters of financial and behavioral tendencies to enable good, quick business decisions						
10. What do you see about life insurance business as a career?	1	2	3	4	5	
Critical Thinking Objective: Ability to analyse and evaluate available information						
11. Tell me about a situation in which you had to make a hard decision.	1	2	3	4	5	
Communication Skill Objective: Ability to explain complicated concepts or processes effectively						
12. Sometimes it is hard to get your points across when communicating with others. Tell me about the most frustrating time you have had in trying to get an idea across to another person.	1	2	3	4	5	
Time Management Objective: How organised is the candidate?						
13. Tell me about how you organised yourself and your work for your last major project. (Could be work or non-work related. E.g.: work related project or planning on a vacation.)	1	2	3	4	5	
Interpersonal Skill Objective: Does the candidate tend to initiate contact with others?						
14. In this industry, we always need to meet new people. Tell me about the last time you took the initiative to introduce yourself to someone you had never met before.	1	2	3	4	5	
Section D: Competency	Total Score: ()/25 * 20% =					

Candidate's Total Score					
Section	A	B	C	D	Total Score (A+B+C+D)
Score					

