

Score every candidate against the same questions and criteria

| CANDIDATE | INTERVIEWER | DATE | STAGE |
|-----------|-------------|------|-------|
|-----------|-------------|------|-------|

INTERVIEW QUESTIONS · CLEANING TECHNICIAN

|   |                                                                                                   |           |  |
|---|---------------------------------------------------------------------------------------------------|-----------|--|
| 1 | How long have you worked in the cleaning industry?                                                | 1 2 3 4 5 |  |
| 2 | How do you organize your cleaning tasks?                                                          | 1 2 3 4 5 |  |
| 3 | How do you ensure the safety of the client's items while you are cleaning?                        | 1 2 3 4 5 |  |
| 4 | What mistakes have you learned in cleaning, and what do you do to make sure it does happen again? | 1 2 3 4 5 |  |
| 5 | How do you handle a difficult client?                                                             | 1 2 3 4 5 |  |
| 6 | Please tell me about a time when a client or coworker criticized your work?                       | 1 2 3 4 5 |  |

OVERALL ASSESSMENT

| CRITERIA                                                                                  | SCORE (1-5) | NOTES |
|-------------------------------------------------------------------------------------------|-------------|-------|
| <b>Educational Background</b><br>Appropriate qualifications or training for the position. | 1 2 3 4 5   |       |
| <b>Prior Work Experience</b><br>Skills or qualifications acquired through past work.      | 1 2 3 4 5   |       |
| <b>Qualifications / Experience</b><br>The technical skills the position actually needs.   | 1 2 3 4 5   |       |
| <b>Problem Solving Abilities</b><br>Demonstrated critical problem-solving.                | 1 2 3 4 5   |       |
| <b>Communication</b><br>Team building and communication skills.                           | 1 2 3 4 5   |       |
| <b>Organizational Fit</b><br>Would this hire steer the organization the right way?        | 1 2 3 4 5   |       |
| <b>Directional Fit</b><br>A step forward, or backward, in their career?                   | 1 2 3 4 5   |       |

RECOMMENDATION

☐ Advance   ☐ Hold   ☐ Decline

1 = well below the bar · 3 = meets it · 5 = clearly above it