|  |  |  |
| --- | --- | --- |
| **CANDIDATE NAME** | **POSITION** | **DATE** |
|  |  |  |

# STEP 1: Review Application / Resume

|  |  |
| --- | --- |
| **Does availability work with our needs?** | Yes or No |
| **How many jobs in the last two years?** |  |
| **Reasons for leaving jobs appropriate?** | Yes or No |
| **Application fully completed? No blanks?** | Yes or No |
| **Does experience fit our needs?** | Yes or No |
| **Are there any red flags?** | Yes or No |

## Application Review

### Notes

# STEP 2: Open the Interview

Always “set the stage” and make them feel at ease. We are interviewing them for a position but also selling our concept.

*“Hello, my name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I'm the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (your position). We're pleased that you are interested in this position. [DESCRIBE COMPANY]. We are expanding rapidly and are searching for team members to help us grow. During this interview, you will see me jotting down some notes -- that's to help me remember better what you said after the interview is over. We are speaking with a lot of people. Feel free to ask me questions during our conversation...”*

# STEP 2a: During the Interview

Take notes. Stay engaged. Look for the following behaviors during the conversation:

| **CANDIDATE OBSERVATIONS** | |
| --- | --- |
| **Energy** | |
| **Candidate walked in with sense of urgency and presence.** | Yes or No |
| **Candidate smiled naturally.** | Yes or No |
| **Candidate was attentive throughout the conversation.** | Yes or No |
| **Candidate displayed professional body language (no leaning, arms not crossed, etc.).** | Yes or No |
| **Initiative** | |
| **Candidate asked questions during the conversation.** | Yes or No |
| **Candidate was on time (when applicable).** | Yes or No |
| **Cultural Fit** | |
| **Candidate was friendly with other employees and interacted easily with them.** | Yes or No |
| **Candidate appeared comfortable with the environment.** | Yes or No |
| **Candidate smiled and / or interacted in a positive way (if applicable)?** | Yes or No |
| **Candidate made eye contact comfortably during the conversation.** | Yes or No |
| **Candidate was focused on the conversation.** | Yes or No |

# STEP 3: The Interview

Take notes. Stay engaged. Don’t let what is happening in the studio distract you.

| **Question** | **Look For:** |
| --- | --- |
| 1. Describe your experience in the industry. | * Job fit * Experience * Passion for industry |
| 1. Tell us about your training/group fitness philosophy. | * Job fit * Adaptability, etc. |
| 1. How do you keep clients motivated and engaged? | * Motivation style |
| 1. What are your professional goals you wish to achieve in the next 5 years? | * Clear Plan * Intent to Grow |
| 1. How would you design a program/class for \_\_\_\_\_\_\_\_\_\_\_\_? Follow-up: What would you do if the majority of the class was over 50? | * Program Design Knowledge |
| 1. What hours do you prefer to work? | * Schedule Fit |
| 1. In your mind, what are the elements of a great group fitness class? | * Timeliness, music, volume, cueing, design, etc. |
| 1. How do you keep your fitness knowledge up to date? | * Continuous Learner * Stays informed. |
| 1. How can you help find and nurture new clients for the studio? | * Sales oriented |
| 1. Why do you want to work for the Company? |  |
| 1. If you could be anywhere in five years, where would you be and what would you be doing? |  |
| 1. If you could only do one, one-hour workout for the rest of your life |  |
| 1. Do you have any questions for me? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Confidence Level – Manager 1** | **YES** | **MAYBE** | **NO** |
| **Confidence Level – Manager 2** | **YES** | **MAYBE** | **NO** |