|  |  |  |
| --- | --- | --- |
| **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** |