



STAR Managers Interview Guide

Instructions: Circle the option that most fits the candidate's answer

Candidate Name

Date:

Screening Keys to Success: Ensure the candidate is a fit in the following categories:

Category	No Fit	Fit
Past Experience		
Numbers & Impact		
Amount of Time at Each Company		
Inconsistencies or Concerns on their Resumé		

DOPE
Neutral
STAR

Interview Questions

Tell me about yourself/Take me through your resumé.

What are your strengths and weaknesses?

Tell me about a time when you faced a challenge.

Talk about a time you had to handle change.

Describe a situation where you succeeded.

Share some quantifiable results that back up your accomplishments.

What are your past performance ratings?



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What would your boss/co-workers say about you?

Job by Job Analysis Specifically ask about the unique (hopefully positive) impact she left in her past jobs. It is also good to understand why she left a job. Was she fired? Did she consistently have conflicts with past bosses and co-workers? Generally a candidate will spin even being fired for the positive, but you will be able to see a track record of conflict, impatience or entitlement.

Job 1

Job 2

Job 3

Is there anything else you need to tell me?

Why Should I hire you?

Ask for their 30-60-90 day plan. (Rate it here):
Check candidate's references

Solidifying your Choice

What to look for:

- The "DOPE to STAR" Spectrum
- Leadership
- Cultural Fit
- Ease of Transition and Ramp-up
- Initiative
- Follow-through and Overcoming Adversity
- Probe & Observe

Scoring Your Candidate's Answers:

- Total # of STAR (= +2)
- Total # of Neutral (= +0)
- Total # of DOPE (= -1)

Total Scoring Add up your scores & record them here

Next steps (detail what your next step is with this candidate: peer interview? Interview with your boss? etc)

Integrating into the team: Once you have selected your candidate and they have accepted your job offer, ensure that you take the following steps (check each off once completed): Due Date:

- Pre-work
- Formal introduction to team
- Assign mentors
- Ensure ride days and one-on-one trainings are completed
- Monitor new hire - **ensure they ask questions** (book 1 fast learner)