




# Peopley Interview Jotter™

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- Preparation Zone
- Capability Match Zone
- Culture & Values Zone
- Skills Evidence Zone

Deal Breaker Zone

-  Passion drivers
-  Prickly points
-  Sell the role

Candidate Name: \_\_\_\_\_

Date: \_\_\_\_\_ Role: \_\_\_\_\_

Review job description Role Goals - 30, 60, 90 days	Review CV - write notes Career big picture Successes?	Career History (from oldest) Reasons for Leaving Salary progression	Career influence(r)(s) Family / self / mentor / event How?
Scale of current position e.g. numbers, largest, smallest	Org structure & management Check for similar ways of working	Team interfaces Internal & external – gets on well with?	Culture likes/dislikes What would they change?
Current role Likes / most enjoys / values?	Frustrations? Glad to leave behind?	Biggest challenges Lessons learned positive/negative	Proudest achievements
Strengths Employer's most valued	Business contribution Hired for? What legacy?	Low points? Triggers, stress, pressure	Personal style Preferred manager's style Working mantras
Strengths Expert knowledge/ systems / tools	Q's to improve profile of last hire (Review role goals)	Broken promises – employer? Promotion / training / salary What would they stay for?	Weaknesses / improvements (Not: "strengths in disguise") Achilles heel?
Tech specific skills	Sales specific skills How Measured Explain methodology Last big purchase - How? Drivers - external -or- internal	Sales specific achievements Deal analysis Self management	Describe personality Most admires / least admires company/person
Drivers & motivations	3 Most important things for next position	Learning, exploring, staying current Last book read / courses	Bucket list / aspirations Hobbies
Changing job considerations: Location / family / commute / Flexibility needed	Other interviews / counter offers?	Current base salary Bonus / car (inc? / excl?) Benefits – most important?  Accept? £ Yes    £ No    £ Party Last rise?	Notice period / reason for leaving Non-compete clauses? RTW? Adverse reputation?