

# Korn Ferry Interview Architect™

## IMPORTANT NOTE FOR USERS OF KORN FERRY INTERVIEW ARCHITECT™

Korn Ferry Interview Architect™ is a human resources tool designed to assist employers with the interviewing process. Korn Ferry Interview Architect™ is not intended to constitute legal advice. If legal advice is desired, users of the materials should seek the services of competent legal counsel.

Korn Ferry Interview Architect™ assists employers in the selection of the best-qualified internal or external candidates. Employment laws in the country, state, province or locality in which the materials are used may contain prohibitions with regard to certain inquiries during the pre-employment interview process. Korn Ferry cannot be responsible for implementation and use of the materials that deviates from these legal requirements. Users of the materials should become familiar with applicable laws restricting the types of inquiries which can be made in pre-employment interviews and use the materials accordingly.

Candidate:  
 Position:  
 Interviewer:

# Korn Ferry Interview Architect™

Date of Interview: \_\_\_\_\_

## Ensures Accountability (1)

Holding self and others accountable to meet commitments.

MAIN INTERVIEW QUESTION: (Pick one.)

\* OK for Campus

Recall a time you made a mistake while working with others and had to make it right.\*

Give me an example of a time you were unable to follow through on a commitment.

SITUATION (Record main points to describe situation.)

### LEARNING PROBES:

A. ACTIONS How did you approach it? How did you do it? (Listen for specific action steps.)

B. THINKING Explain your thinking - why you selected that approach. Why did you choose to do it that way? (Listen for rationale and consideration of alternatives.)

C. OUTCOME What was the result? What was the impact?

IDENTIFY THEMES FROM CANDIDATE'S RESPONSES: (Check all that you are hearing.)

#### NEGATIVE THEMES TO WATCH OUT FOR:

Doesn't accept personal responsibility

Prefers to share accountability with others

Doesn't see commitments through to completion

Doesn't gather information on how things are going

Provides inadequate feedback to help others course

#### POSITIVE THEMES TO LOOK FOR:

Follows through on commitments; ensures that others do the same

Takes personal responsibility for decisions, actions, and

Works with people to determine clear performance

Establishes processes for monitoring and measuring

Ensures that feedback loops are effective

(Overuse) Enforces accountability without considering individuals' abilities/needs, changing realities, or forces that cannot be controlled

OVERALL COMPETENCY RATING: Where would you rate this person on this competency?

Clearly misses requirements

Less than requirements

Meets requirements

Exceeds requirements

Far exceeds requirements

Overuses

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Position:  
Interviewer:

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Candidate Summary Evaluation					
<b>1. Experience, past performance and track record</b> <small>(as it relates to doing the job)</small>					
<input type="checkbox"/> Clearly Misses Requirements	<input type="checkbox"/> Less than Requirements	<input type="checkbox"/> Meets Requirements	<input type="checkbox"/> Exceeds Requirements	<input type="checkbox"/> Far exceeds Requirements	
<b>2. Job / Functional / Technical Skills</b>					
<input type="checkbox"/> Clearly Misses Requirements	<input type="checkbox"/> Less than Requirements	<input type="checkbox"/> Meets Requirements	<input type="checkbox"/> Exceeds Requirements	<input type="checkbox"/> Far exceeds Requirements	
<b>3a. Competencies I interviewed for</b> <small>(include comments about very high, low or overused competencies)</small>					
<input type="checkbox"/> Clearly Misses Requirements	<input type="checkbox"/> Less than Requirements	<input type="checkbox"/> Meets Requirements	<input type="checkbox"/> Exceeds Requirements	<input type="checkbox"/> Far exceeds Requirements	
<b>3b. Other characteristics related to job requirements</b> <small>(that I learned about during the interview)</small>					
<input type="checkbox"/> Clearly Misses Requirements	<input type="checkbox"/> Less than Requirements	<input type="checkbox"/> Meets Requirements	<input type="checkbox"/> Exceeds Requirements	<input type="checkbox"/> Far exceeds Requirements	
<b>4. Learning Agility</b>					
<input type="checkbox"/> Clearly Misses Requirements	<input type="checkbox"/> Less than Requirements	<input type="checkbox"/> Meets Requirements	<input type="checkbox"/> Exceeds Requirements	<input type="checkbox"/> Far exceeds Requirements	
<b>5. Organization / Culture Fit</b>					
<input type="checkbox"/> Clearly Misses Requirements	<input type="checkbox"/> Less than Requirements	<input type="checkbox"/> Meets Requirements	<input type="checkbox"/> Exceeds Requirements	<input type="checkbox"/> Far exceeds Requirements	

Candidate:

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6. How do you rate this person relative to the standard for this position?

- Well Below the Standard     Slightly Below the Standard     At the Standard     Slightly Above the Standard     Well Above the Standard

7. Can this individual grow to reach the standard for this position in a reasonable period of time?

- 20% Sure     40% Sure     60% Sure     80% Sure     100% Sure