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.

Korn Ferry Interview Architect™

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:		POSITIVE THEMES TO LOOK FOR:
Doesn't accept personal responsibility ☐	☐	Follows through on commitments; ensures that others do the same
Prefers to share accountability with others ☐	☐	Takes personal responsibility for decisions, actions, and
Doesn't see commitments through to completion ☐	☐	Works with people to determine clear performance
Doesn't gather information on how things are going ☐	☐	Establishes processes for monitoring and measuring
Provides inadequate feedback to help others course ☐	☐	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

Candidate:
Position:
Interviewer:

Korn Ferry Interview Architect™

Date of Interview: _____

Candidate Summary Evaluation

1. Experience, past performance and track record (as it relates to doing the job)

.   .

☐ Clearly Misses Requirements ☐ Less than Requirements ☐ Meets Requirements ☐ Exceeds Requirements ☐ Far exceeds Requirements

2. Job / Functional / Technical Skills

.   .

☐ Clearly Misses Requirements ☐ Less than Requirements ☐ Meets Requirements ☐ Exceeds Requirements ☐ Far exceeds Requirements

3a. Competencies I interviewed for (include comments about very high, low or overused competencies)

.   .

☐ Clearly Misses Requirements ☐ Less than Requirements ☐ Meets Requirements ☐ Exceeds Requirements ☐ Far exceeds Requirements

3b. Other characteristics related to job requirements (that I learned about during the interview)

.   .

☐ Clearly Misses Requirements ☐ Less than Requirements ☐ Meets Requirements ☐ Exceeds Requirements ☐ Far exceeds Requirements

4. Learning Agility

.   .

☐ Clearly Misses Requirements ☐ Less than Requirements ☐ Meets Requirements ☐ Exceeds Requirements ☐ Far exceeds Requirements

5. Organization / Culture Fit

.   .

☐ Clearly Misses Requirements ☐ Less than Requirements ☐ Meets Requirements ☐ Exceeds Requirements ☐ Far exceeds Requirements

Korn Ferry Interview Architect™

---

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

.   .

☐ Well Below the   ☐ Slightly Below   ☐ At the   ☐ Slightly Above   ☐ Well Above the
Standard   the Standard   Standard   the Standard   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

---