

# Pre-Interview Question Form

Please answer all of the following questions; your answers can give insights into several different areas at once. These questions are only devised to obtain general information needed to assess whether an applicant is qualified for the position and, perhaps more important, whether he or she has the right attitude to work both diligently and responsibly and to overcome whatever challenges the job may present in day-to-day activities while working with PICTURE PERFECT LANDSCAPING. After we review this worksheet we will decide if we would like to interview a potential candidate. After the first interview qualified candidates will be invited to a second interview (unpaid) to complete a written trade skills test and a "hands on" skills test for the applicable trade. The third and final interview will be a short discussion followed by an official job offer that will include a two week paid working interview, followed by a three month probationary position, and finally, a full time position. The candidate will be given five business days to accept the offer of employment, and will be asked to complete an employment contract also with five days to seek legal advice before signing. Then new hires attend a safety orientation, PICTURE PERFECT LANDSCAPING Policy Overview and job specific training (paid) before setting out to work. Please do not apply unless you are 100% serious about your career in the construction industry.

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**Educational background and work experience – be very clear on your experience, the more we know the more interested we are in interviewing you in person. Also – be honest, if you are not capable of performing the work independently than do not list that type of work as one of your skills.**

1. In your post-secondary education or work experience, what was your main course or area of study or specialty? Why did you choose that field? How will it apply to the role you are seeking with Picture Perfect Landscaping?

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2. What skills, relevant to the position applied for, have you gained and developed from your past work / educational experience and/or other training?

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3. Describe your duties and responsibilities in each of the three most recent jobs you've held.

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4. What were some of your major accomplishments in jobs previously (or currently) held? What were some disappointments and how did you overcome them?

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5. How have you benefited from previous employment in terms of your skills and personal development?

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6. What are your interests outside of work and why? Please describe your weekend activities and interests. Do you have any obligations outside of work that require you to be home before 6pm Monday to Friday?

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7. What accomplishments have you had in activities outside of work and school?

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**Personal qualities – we work Monday to Friday 7:30 am to 5:30 pm. We want to be sure that this career is reasonable for your current family/personal life. We are very candid at PICTURE PERFECT LANDSCAPING, we surface problems, eliminate waste, and believe in continuous improvement – this means you need to be flexible and interested in working with others to achieve a common goal.**

1. Think about one of the jobs you've had recently that you feel has been significant in your life. What did you like and dislike about this job and why?

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2. Why are you applying for this position? Why do you want to work for our company? What role would you like to see yourself in this company in five years?

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3. What are your strengths and weaknesses of your personality as it relates to work (list three or four of each)? How are you working to overcome your weaknesses?

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You can view our website at [www.PicturePerfectLandscaping.ca](http://www.PicturePerfectLandscaping.ca) to learn more about the company and its achievements. We complete highly detailed residential landscape projects and site development projects for government agencies. We have a staff of six to ten employees, a fleet of five trucks, three pieces of heavy equipment, and a mechanical and woodwork shop.

Our Landscape division specializes in landscape construction projects ranging from \$5k to \$250,000 which include woodwork, stonework, concrete forming + finishing, soft landscape, excavation, water feature construction, electrical installations, and many general construction projects. Applicants must have clean driving records and must provide Drivers Abstract and Drivers License in the second interview. **We are a very highly motivated hard working group of people here at PICTURE PERFECT LANDSCAPING and are looking for people with an above average work ethic with a career minded sense of ownership in the company. If you do not love this type of work, you will not like this career – we are looking for people who don't see this career as interference with their personal time, or a "pay check", but rather as a career doing the type of work they love with other professionals to share in mutual prosperity with the other people involved in the company.** If you do not see yourself as a construction trade professional looking to earn a good living, working with a "recession proof" organization, contributing 100% effort 100% of the time then this is not the company for you. Be honest with yourself – this kind of commitment is not for just anybody, we really are intense and serious about achieving excellence! We built this company based on hard work, honesty and professionalism.

Notes: \_\_\_\_\_

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**Interpersonal qualities and communication skills – complete this area in detail, we hire largely based on attitude and professionalism and less on past experience.**

1. Describe a situation in which you had difficulty with a coworker or supervisor, such as a personality conflict or a misunderstanding. How did you handle it?

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2. Consider a job in which you had contact with customers or clients and think of a time when a customer or client came to you with a complaint about the level of service they were receiving from the company. Describe what happened, how upset the person was, and how you dealt with the situation.

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**Organizational skills – we are very organized and require very detailed reports to be submitted using mobile technology. We manage our fleet and equipment very well and expect our employees to maintain a highly organized workplace at all times. As an employee at PICTURE PERFECT LANDSCAPING you are expected to be highly organized and to embrace the technology we use to achieve this, we expect a high level of attention to detail on our projects as well as our overall operations management.**

1. Explain how you organized your workload in a past role in which you worked reasonably or completely independently.

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2. Consider this hypothetical situation: If several people depend on you to do certain tasks for them and someone needs you to do something else on top of your regular workload, what would you do if you've taken on the extra project and it is so time consuming that you know you'll have problems finishing either it, or your regular work, how would you handle the situation and why? Would you cut corners and complete the task on time, or would you complete the task properly "late" or after the desired timeline, please answer clearly.

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3. Describe an instance when you've changed or attempted to change the way a certain task was done to increase operational efficiency in a past position. How did you measure the success of this change?

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## **Technical/mechanical skills – only list work you can complete independently.**

1. Please explain any trade specific equipment you are capable of using? How much experience do you have with these applications and in what ways and how much have you worked with them?

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2. What experience do you have with other types of trade and/or computer-related equipment? Specify exact machines and models if possible for heavy equipment.

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3. List equipment you have some limited experience with \_\_\_\_\_

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Other Notes – please note below any items you would like to mention about yourself: \_\_\_\_\_

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