



# APPLICANT INTERVIEW RATING SHEET

Position: HR Assistant Date: \_\_\_\_\_

Applicant name: Kurtis Kannus Interviewer: Cateffe Shwetz

| Questions (Allow 20-30 minutes)                                      | Comments   | 1-low, 5-high |
|--|--|---------------|
| 1. Can you tell us a little about yourself?                          | Recent Grad HR field. - Learn more creative - model kits - drawings<br>Friendly person. task oriented - attention to detail - good sense of humor.   | 1-2-3-4-5     |
| 2. What do you know about Nishnawbe-Aski Legal Services Corporation? | Provides - secure justice in <del>the</del> communities - RJ - seeks to provide an alternative form of justice - typical approach not good<br>real resolution <u>collaboratively</u> submit way. | 1-2-3-4-5     |
| 3. What specific strengths do you bring to our organization?         | - attention to detail<br>- efficient<br>- task oriented<br>- work placement.<br>- easy to catch on<br>- accent able.   | 1-2-3-4-5     |



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|   |   |                      |
|---|---|----------------------|
| <p>4. Tell me about your experiences with general office administration duties such as filing, minute taking, emailing, photocopying, scanning etc.</p> | <p><i>Admin Job - HC transport - files at new - putwice didn't destroy.</i></p> | <p>1--2--3--4--5</p> |
| <p>5. What is your experience working in Human Resources? (Ex. Recruitment, Health and Safety)</p>  | <p><i>- Placement - retail, people<br/>- Orderly shop - retail</i></p>          | <p>1--2--3--4--5</p> |
| <p>6. As an HR Assistant, you will be tasked with scheduling and coordinating appointments. Do you have experience juggling multiple calendars?</p>     | <p><i>Calendars. - some. experience</i></p>                                     | <p>1--2--3--4--5</p> |



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|  |   |                      |
|--|---|----------------------|
| <p>7. Sometimes you will be presented with tasks that have tight deadlines. How well do you work under pressure? Provide an example.</p>   | <p>Better under pressure - really motivates me - projects - allocate each day - push through it - motivated</p> | <p>1--2--3--4--5</p> |
| <p>8. What do you feel are the most important values of an HR Assistant?</p>   | <p>dependability<br/>- enthusiastically - stays at work.<br/>- integrity<br/>- attention to detail</p>          | <p>1--2--3--4--5</p> |
| <p>9. Confidentiality and discretion are key components to this job. Do you have experience maintaining and upholding confidentiality?</p> | <p>all jobs - signed agreement<br/>- community living - employee files</p>                                      | <p>1--2--3--4--5</p> |



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|   |   |                      |
|---|---|----------------------|
| <p>10. How do you keep yourself organized?</p>  | <p><i>lists - deadlines</i><br/> <i>- tidy person - space clean</i><br/> <i>work clean</i></p>  | <p>1--2--3--4--5</p> |
| <p>11. What software applications are you proficient with? (Ex. Microsoft Office, Excel, PowerPoint, HRIS). ✓</p> | <p><i>HRIS. same</i></p>  | <p>1--2--3--4--5</p> |
| <p>12. Why should we hire you for this position?</p>  | <p><i>Gained a lot of meaningful experience</i><br/> <i>customer service skills - show</i><br/> <i>up every day. - perfect for handling</i><br/> <i>questions lots - very motivated</i></p> | <p>1--2--3--4--5</p> |
|   | <p>Total score:</p>   | <p><b>/60</b></p>    |



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Applicant name: \_\_\_\_\_ Interviewer: \_\_\_\_\_

Have you ever been convicted of Criminal Offence? ("if so, would you like to share?") Y/N  N

*If no to above:* "Can you provide us with a Criminal Record Check?"  Y/N

Do you have access to reliable transportation?  Y/N

If you are the successful candidate and offered the position, how soon would you be able to start? 2 wks. at least.

What are your salary expectations? (22/hr) (25/hr).

Have you provided references? If so, do you give us permission to contact them?  Y/N

Do you have any questions for us about the position or the organization? Y/N

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NOTES

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Evaluator signature: \_\_\_\_\_



# APPLICANT INTERVIEW RATING SHEET

Position: HR Assistant

Date: June 19, 2024.

Applicant name: Kurtis Kannus

Interviewer: Liberty Gorman

| Questions (Allow 20-30 minutes)                                      | Comments   | 1-low, 5-high  |
|--|--|--|
| 1. Can you tell us a little about yourself?                          | <ul style="list-style-type: none"> <li>→ recent Grad from HR &amp; HR field.</li> <li>→ Creative hobbies, car, model kits, drawing</li> <li>→ friendly, attention to detail, likes getting stuff done, humours</li> </ul>                            | <div style="border: 1px solid black; padding: 2px; display: inline-block;">1--2--3--4--5</div> |
| 2. What do you know about Nishnawbe-Aski Legal Services Corporation? | <ul style="list-style-type: none"> <li>→ Provides support in short comings</li> <li>→ legal Aid, RJ, healing circle, TTP.</li> <li>→ Alternative Justice w/ NAN communities</li> <li>→ 49 communities, rehabilitate in culturally manner.</li> </ul> | <div style="border: 1px solid black; padding: 2px; display: inline-block;">1--2--3--4--5</div> |
| 3. What specific strengths do you bring to our organization?         | <ul style="list-style-type: none"> <li>→ attention to detail</li> <li>→ efficiency</li> <li>→ HR knowledge, recruitment at community living. H&amp;S focus.</li> <li>→ easy to catch on, learn from mistakes accountable.</li> </ul>                 | <div style="border: 1px solid black; padding: 2px; display: inline-block;">1--2--3--4--5</div> |



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|   |   |                      |
|---|---|----------------------|
| <p>4. Tell me about your experiences with general office administration duties such as filing, minute taking, emailing, photocopying, scanning etc.</p> | <p>→ working an admin job<br/>↳ filing &amp; scanning<br/>↳ created digital personnel files at community living<br/>→ has patience w photocopying</p> | <p>1--2--3--4--5</p> |
| <p>5. What is your experience working in Human Resources? (Ex. Recruitment, Health and Safety)</p>  | <p>→ retail (junk zone)<br/>→ mostly recruitment<br/>→ ordering, customer service</p>   | <p>1--2--3--4--5</p> |
| <p>6. As an HR Assistant, you will be tasked with scheduling and coordinating appointments. Do you have experience juggling multiple calendars?</p>     | <p>→ checking calendar.<br/>↳ can learn, tasks, add to calendar.</p>  | <p>1--2--3--4--5</p> |



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Applicant name: \_\_\_\_\_ Interviewer: \_\_\_\_\_

|  |   |  |
|--|---|--|
| <p>7. Sometimes you will be presented with tasks that have tight deadlines. How well do you work under pressure? Provide an example.</p>   | <p>→ works better under pressure</p> <p>↳ School projects, prioritize each task based on workload.</p> <p>↳ great motivator</p> | <div style="border: 1px solid black; display: inline-block; padding: 2px 5px;">1--2--3--4--5</div> |
| <p>8. What do you feel are the most important values of an HR Assistant?</p>   | <p>→ dependability to show up for work.</p> <p>→ confidentiality, integrity</p> <p>→ attention to detail.</p>                   | <div style="border: 1px solid black; display: inline-block; padding: 2px 5px;">1--2--3--4--5</div> |
| <p>9. Confidentiality and discretion are key components to this job. Do you have experience maintaining and upholding confidentiality?</p> | <p>→ each job, signed an agreement.</p> <p>→ figures, community living</p>  | <div style="border: 1px solid black; display: inline-block; padding: 2px 5px;">1--2--3--4--5</div> |





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|   |   |   |
|---|---|---|
| <p>10. How do you keep yourself organized?</p>  | <ul style="list-style-type: none"> <li>→ making lists / deadlines</li> <li>→ Tidy person, workspace &amp; at home.</li> <li>→ Calendars.</li> <li>→ Phone / sticky</li> </ul>       | <p style="text-align: center;">1--2--3--4--5</p>                |
| <p>11. What software applications are you proficient with? (Ex. Microsoft Office, Excel, PowerPoint, HRIS).</p> | <ul style="list-style-type: none"> <li>→ MS. Office, PP, word, excel.</li> <li>→ HRIS class.</li> </ul>   | <p style="text-align: center;">1--2--3--4--5</p>                |
| <p>12. Why should we hire you for this position?</p>  | <ul style="list-style-type: none"> <li>→ Gained experience in recruitment</li> <li>→ C.S Skill</li> <li>→ motivated / dependable</li> <li>→ fresh graduate / learn fast,</li> </ul> | <p style="text-align: center;">1--2--3--4--5</p>                |
|   | <p style="text-align: center;">will ask questions when needed.</p> <p style="text-align: right;"><b>Total score:</b></p>  | <p style="text-align: center; font-size: 1.2em;"><b>/60</b></p> |



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Applicant name: \_\_\_\_\_ Interviewer: \_\_\_\_\_

Have you ever been convicted of Criminal Offence? ("if so, would you like to share?") Y/N  N

*If no to above:* "Can you provide us with a Criminal Record Check?" Y/N  N

Do you have access to reliable transportation?  Y

If you are the successful candidate and offered the position, how soon would you be able to start? 2 weeks

What are your salary expectations? 22/hr or 25/hr

Have you provided references? If so, do you give us permission to contact them?  Y

Do you have any questions for us about the position or the organization? Y/N

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NOTES: Job specifics,

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Evaluator signature: Liberty Gorman.



REFERENCE CHECK QUESTIONNAIRE

|                   |                |
|-------------------|----------------|
| Date:             | June 13, 2024. |
| Candidate Name:   | Kurtis Kannus. |
| Applied Position: | HR Assistant   |
| Reference Name:   | Jeff Schelling |
| Ph.# or Email:    | 807-358-3047   |

1. In what capacity and for how long did you work with (candidate's name)?

→ Couple years; <sup>Previously was</sup> his manager at Pawn Shop.

2. How would you describe their character?

→ would hire back if he was interested  
→ well respect.  
→ humours, organized.

3. In your experiences with \_\_\_\_\_, have you noted any problems such as attendance, behavioural issues, etc.?

→ Never any issues  
Punctual, reliable, didn't really ever take time off

4. Would you recommend \_\_\_\_\_ ? Why or why not?

→ Yes. Sad to see him leave

5. What are their strengths?

- very organized
- shy at first.
- humorous.

6. In what areas do you feel that they could improve?

→ NO complaints

7. How well does \_\_\_\_\_ handle pressure or stress?

- lot<sup>of stress</sup> in the work environment at Pawn shop, will clientel
- calm when any issues come up.

8. Does \_\_\_\_\_ work better individually or in a group environment?

→ Always in group environment. at Pawnshop  
but can do tasks on his own.

9. How well did they take direction or feedback?

→ well, didnt really have to sit  
down w him. if you gave feedback  
he took it well.

10. What comments or suggestions would you have for their new manager?

→ very good asset to have

Reference checked by:

Date:

## View results

Respondent

1 Anonymous

18:59

Time to complete

1.

Name of person completing this form: \*

~~Kurtis Kannus~~

2.

*\*Jamie Corbett.  
Called 06/13/24 & let me know she will be completing form.*

In what capacity and for how long did you work with **Kurtis**? \*

Early in January 2024 as a placement student and then a 6 week contract until May 24, 2024

3.

How would you describe their character? \*

Kurtis is kind, inquisitive, perceptive, helpful, organized.

4. How well does **Kurtis** handle pressure or stress? \*

Kurtis did not appear to have any stress during our time working together.

5. In your experiences with **Kurtis**, have you noted any problems such as attendance, behavioural issues, etc.? \*

Kurtis was on time and did not display any behaviour issues. He was well received.

6. How well did they take direction or feedback? \*

He did note the differences in our management styles. As the one that gave Kurtis feedback as often as I could, he received it well and applied it. I was very proud of him.

7. Would you recommend **Kurtis**? Why or why not? \*

I would absolutely recommend Kurtis.

8. What are their strengths? \*

He was able to offer suggestions to our team. Being able to apply his knowledge definitely empowered him. He can observe and problem solve well. He can also understand perceptions can be very different.

9. Are there any areas that you feel they could improve on? \*

For now Kurtis has a solid idea of what the job he has applied for entails. He will likely find out as he goes. He did a great job for us. We are thankful we got to work with him.

10. Does **Kurtis** work better individually or in a group environment? \*

He is good with both.

11. Do you have any comments or suggestions for their new manager? \*

Ask for his opinion on matters and coach him along the way. He wants to learn.