**Recruitment Questionnaire - Trainer**

Use this questionnaire to achieve consistency and fairness in the recruitment process. The questions must be asked in order and scored at the time. Explain to the candidate that you will be making notes as you go along in order to ensure the process is fair and consistent.

The 6 characteristics below are those that are essential to success in the role you are recruiting for; one question per characteristic and the scoring criteria is shown below. The best candidate is the one with the highest score out of 30. Each question must be asked in order (can use filler Q's in between).

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Characteristic | Question | 1 | 2 | | 3 | | 4 | | 5 |
| 1 | High quality of instruction | Ask the candidate to instruct you in a couple of different exercises – functional with 3 clear progressions and a piece of equipment |  |  | |  | |  | |  |
|  | Scoring Criteria | Scores 1 Can only demonstrate 1 or 2 exercises and instruction is unclear and not motivational. Scores 2-3 can demonstrate 3-4 levels and instruction is safe, clear and has some personality. Scores 4 can demonstrate 5 levels and is safe and good motivational skills. Scores 5 can demonstrate 5 levels, has flair and imagination in delivery and leaves you feeling completely motivated and inspired | | | | | | | | |
|  | Comment |  | | | | | | | | |
| 2 | Able to motivate a member on Health & Fitness goals | Talk me through an experience you have had motivating a member on how to hit their health & fitness goal and what they achieved | 1 | | 2 | | 3 | | 4 | 5 |
|  | |  | |  | |  |  |
|  | Scoring Criteria | Scores 1 Can only give general opinions on how to motivate people. Scores 2-3 can talk through an experience with a member but not detailed or showing full understanding of how it was done/does not understand emotional elements of motivation. Scores 4 can talk in detail about experiences where they have practically helped some achieve their goals and how they did it. Scores 5 has a very good grasp on how to motivate people to achieve goals across a variety of areas, getting fit, losing weight, building up muscle and shows good emotional understanding. Can demonstrate with actual experiences in the role of instructor. | | | | | | | | |
|  | Comment |  | | | | | | | | |
| 3 | Good understanding of how to promote membership | Can you give me an example of when you have helped promote and/or sell membership to a club and why things went well/failed | 1 | | 2 | | 3 | | 4 | 5 |
|  | |  | |  | |  |  |
|  | Scoring Criteria | Scores 1 Can give only general examples of how to promote membership no active participation. Scores 2-3 has specific example(s) of helping with selling memberships or handing out leaflets and a grasp of why it went well or not. Scores 4 can demonstrate a good knowledge how to sell with specific examples of promotions that have generated leads and members. Scores 5 can talk with some expertise about multiple examples of where they have hit member sale targets and have ideas about how to promote YZ45 | | | | | | | | |
|  | Comment |  | | | | | | | | |
| 4 | Has a passion for health, fitness and wellness | Talk me through what you think is your best/finest achievement in your own health and fitness journey | 1 | | 2 | | 3 | | 4 | 5 |
|  | |  | |  | |  |  |
|  | Scoring Criteria | Scores 1 Cannot talk through anything specific and is not fully engaged with the question. Scores 2-3 can talk about some goals they have achieved and shows a good level of enjoyment and interest in telling the story. Scores 4 or 5 has a specific story to tell and demonstrates great passion in telling and is clearly very proud of the achievement. | | | | | | | | |
|  | Comment |  | | | | | | | | |
| 5 | Committed to high service standards | Tell me when me about the training you had about service standards in your last job and what you did to help maintain/improve standards | 1 | | 2 | | 3 | | 4 | 5 |
|  | |  | |  | |  |  |
|  | Scoring Criteria | Scores 1 is able to give general examples of what they consider good service standards Scores 2-3 can talk about the training they received, giving specific examples and grasps that good service is important to success. Scores 4 is able to talk about specifics in training, why it is important, how they like to stick to good standards giving examples. Scores 5 shows an excellent understanding, giving specific examples, of service standard training and why it is key to business success | | | | | | | | |
|  | Comment |  | | | | | | | | |
| 6 | Understands and has experience of Group Training | Tell me about your experience of taking classes or group training so far. Please give me some examples of when it has gone well and when it has not gone so well | 1 | | 2 | | 3 | | 4 | 5 |
|  | |  | |  | |  |  |
|  | Scoring Criteria | Scores 1 has had minimal experience in group training and can only talk in general terms. Scores 2-3 has experience of taking classes and can talk through what they think is a good class experience and why Scores 4 Is a very experience calss trainer and is able to talk through why they are great at taking classes and not afraid to give examples of when they have not done so well. Scores 5 demonstrates an excellent grasp of what makes a great class for members and can give specific and enlightening examples from their own experience of how they accomplish that. Goes to lots of different classes to keep up to date with the industry. | | | | | | | | |
|  | Comment |  | | | | | | | | |

Administration Notes

Possible Start Date:

Holidays booked:

UK working visa status:

Reference name and number:

First Aid Qualified & Renewal date: