



## Match 6.5 Interview Guide User Guide

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This User Guide sets out the recommended use of this report. If you have any questions about appropriate uses of this report and how to get the most out of it, please ensure you speak to a specialist who is qualified to use the full range of Saville Assessment Wave tools.

# About the Match 6.5 Interview Guide

The Match 6.5 Interview Guide provides recruiters and hiring managers with a consistent yet dynamic approach to candidate interviewing. The Interview Guide presents questions based on:

- the competencies from the Wave model which have been identified as either “Critical”, or “Highly Desirable” for the role being interviewed for.
- an individual’s behavioral profile, generated from their completion of a Match 6.5 assessment.

The report is designed for use in telephone interviews, selection interviews and panel interviews, and is accessible to recruiters and line managers without an in-depth understanding of psychometric assessments.

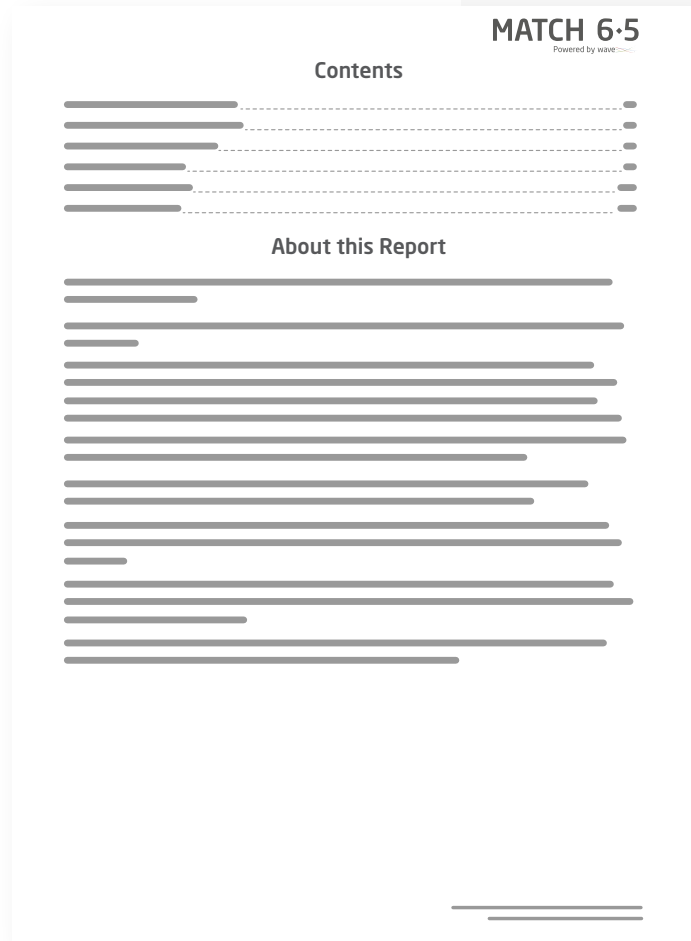
## Benefits

- Provides managers with guidance to improve interview objectivity and reduce opportunities for bias.
- Considers each candidate’s strengths and challenge areas through smart question and probe generation.
- Hiring managers can access psychometric data without the need for specific training.
- Reduces interview preparation time.
- Supports a better prediction of performance by ensuring the focus of the interview is on the most relevant competencies.
- Provides managers with confidence that the questions they are asking are highly relevant to the competencies being assessed.
- Ensures a consistent approach to interviews across interview panels.
- Offers an easy and standardized method of scoring and recording interviews.

## Availability



Match 6.5



# The Report

## About this Report

Page 2 of the report provides the interviewer with key information about the report, including the benchmark group used in scoring.

There's a reminder of this benchmark group in the footer of each page in the report.

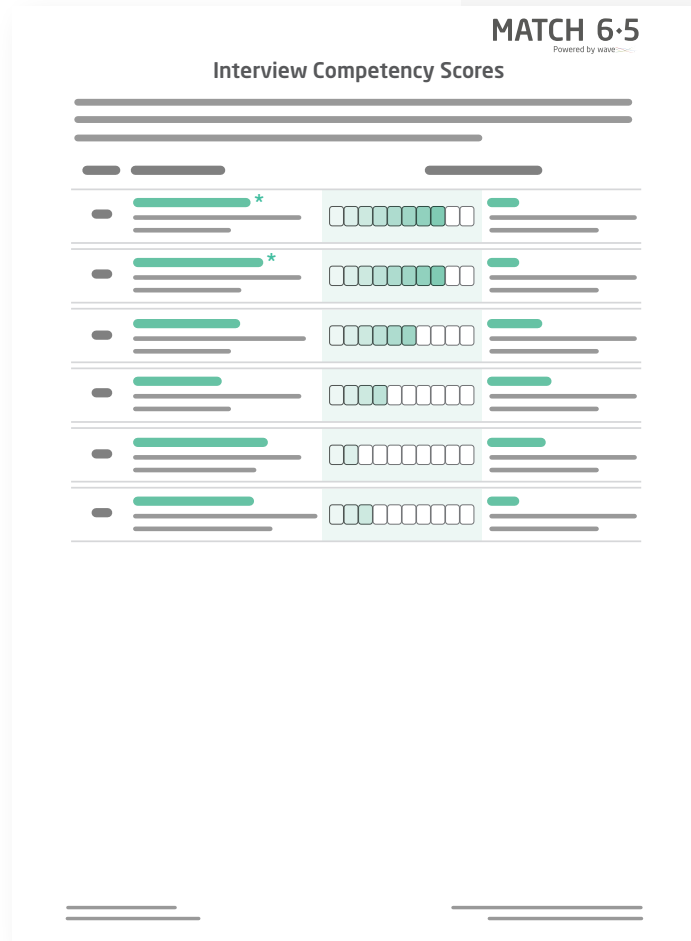




## Interview Guide Introduction Section

Page 3 provides a useful reminder of:

- how the Interview Guide is constructed.
- the information provided in the Interview Guide and the meaning of some of the technical terms.
- a frame of reference to use when scoring the candidates on a 1-5 scale.

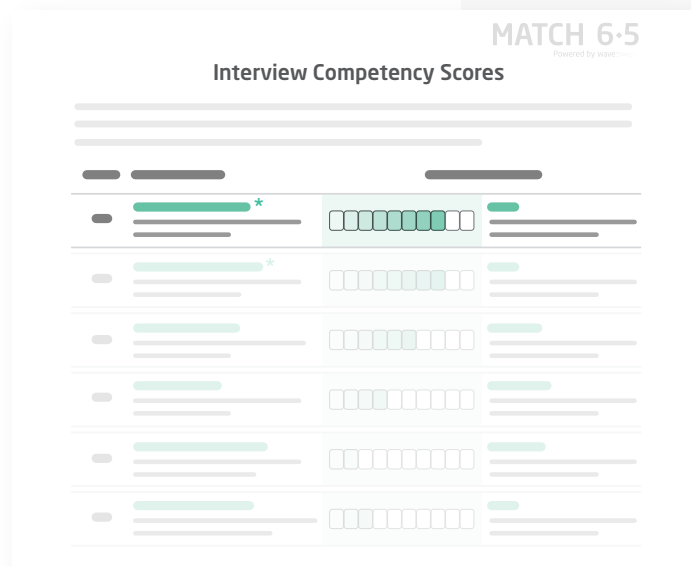


## Interview Competency Scores Section

On page 4 of the report, the Interview Competency Scores provide an indication of an individual's likely potential across any competencies from the Wave model identified as either "Critical" (identified with an \*) or "Highly Desirable" for the role being interviewed for.

### TOP TIPS

- All the competencies presented on this page will have been identified as relevant for the role so you want to assess candidates on each.

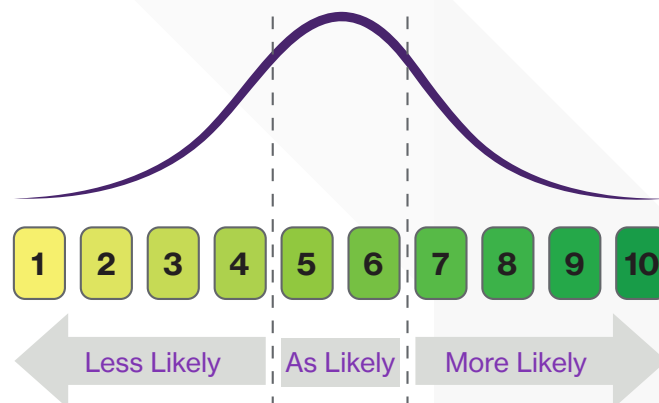


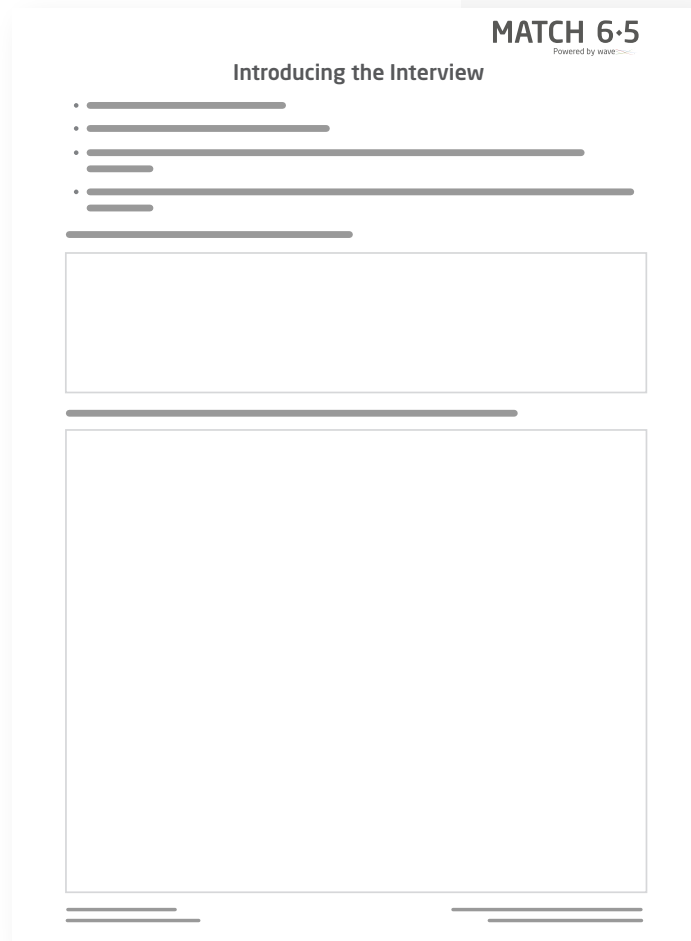
The competency score relates to the Match 6.5 questionnaire that the individual has completed prior to the interview. These scores provide an indication as to how somebody is likely to perform in comparison to the benchmark group.

Please note that scores are provided for the interviewer's information only and should not be fed back to the candidate.

### TOP TIPS

- Profiles are scored against a benchmark group to give them meaning. Where an individual scores a seven and above, their responses to the questionnaire suggest they see this as an area of strength and it is likely that they have higher potential in this area.
- Where an individual scores a four and below, their responses to the questionnaire suggest that they do not see this area as an area of strength and they are likely to have lower potential in this area.
- Scores of five and six are considered average when compared with the benchmark group.
- The verbalizers (ranging from “Extremely Low” to “Extremely High”) give more meaning to the scoring.





## Introducing the Interview Section

Page 5 provides useful guidance around how to introduce the interview and put the candidate at ease.

It provides space to record information about the question(s) asked to the candidate in the introductory phase and the response(s) they provide.

### ✓ TOP TIPS

- The Match 6.5 Interview Guide is an editable PDF so you can enter information straight into the Interview Guide, helping ensure you have an accurate record of the interview in an easily accessible format.



## Interview Questions Section

The next section of the Interview Guide contains the interview questions. The interview questions, and probes, are designed to verify strengths and probe potential areas of limitation.

Questions will be provided for each competency identified as either “Critical” or “Highly Desirable” for the role being interviewed for;

- Two questions will always be presented, across two pages, if the competency has been identified as “Critical”
- One or two questions will be presented, across one or two pages, if the competency has been identified as “Highly Desirable”. The number of questions will depend on whether this competency is a strength (one question) or a challenge area (two questions) when compared with the benchmark group.

On certain questions, the probes will vary depending on the responses that the candidate has provided when completing their Match 6.5 online assessment.

### ✓ TOP TIPS

- Prior to the interview, review the interview guide competencies which you have selected and decide which question(s) you want to use for each competency.





The competency being assessed will always be referenced at the top of the page with “Critical” competencies identified with an \*.

The interview questions are clearly laid out with the main competency-based question in bold. The questions provided are open questions that encourage the individual to talk about examples of specific behavior.

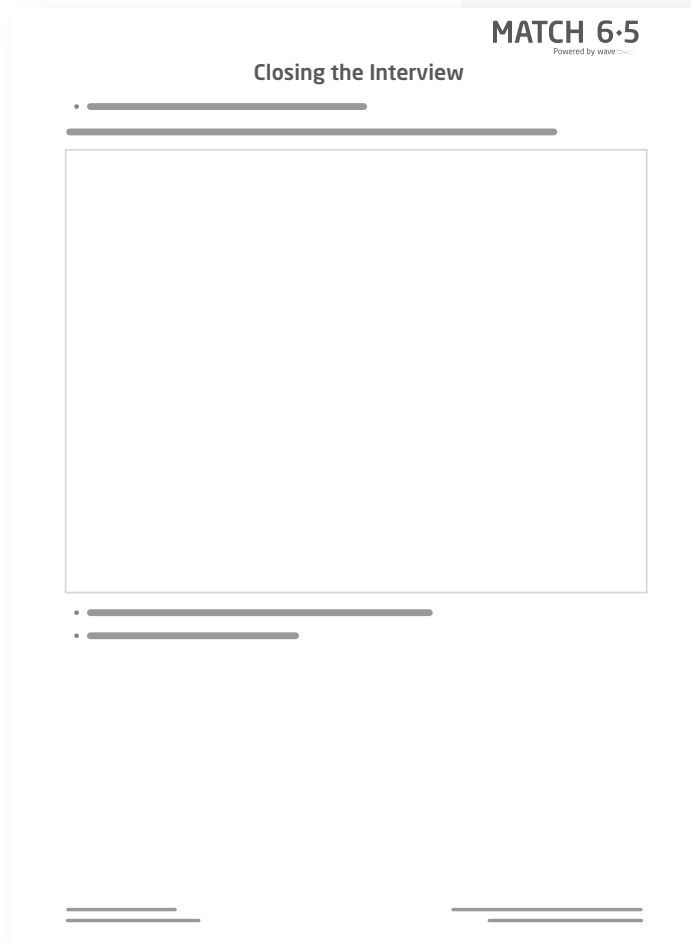
Suggested talent probes are then provided underneath this main question to help you elicit specific examples and understand what the candidate’s contribution was, how they did it and what impact they had.

The final probe, indicated by an asterisk, provided for each question is to help you explore an individual’s motivation and engagement.

### ✓ TOP TIPS

- Utilize the talent probes to drill down and explore in detail how effective the candidate has been.
- Ask the motive probe to gain an appreciation of whether the behaviors are likely to be seen regularly.





## Closing the Interview Section

The Closing the Interview page gives interviewers a structure to ensure they have given the candidate the chance to ask any questions, and have ended the interview in a positive, professional manner.

It provides space to record information about any questions asked to the candidate in the closing phase as well as the responses they provide.

The screenshot shows a form titled "MATCH 6.5 Interview Summary". At the top right, it says "MATCH 6.5" and "Powered by wave". The form contains several sections of text, some of which are redacted with black bars. There are several rows of text, each followed by a horizontal line. Some of these lines have a green bar and an asterisk next to them, indicating a recommendation. At the bottom of the form, there is a large empty rectangular box for a recommendation. The form is set against a white background with a light gray border.

## Interview Summary Section

The final page of the Interview Guide provides a space to summarize important information from the interview.

### ✓ TOP TIPS

- You can use the Recommendation box to summarize the key positive and negative evidence which has contributed to the overall scores given. Ensure you are clear and specific so this information can be used for candidate feedback purposes if required.
- Having reviewed all the evidence, you can then record a recommendation (e.g. reject, possible candidate, strong candidate).

# Using the Match 6.5 Interview Guide



## Before the Interview

- Ensure the candidate has completed Match 6.5 and you have access to their Interview Guide.
- Review the Interview Guide for the candidate.
- Select your interview questions, ensuring you can capture all the evidence you need for each competency in the time you have available.
- Communicate with your interviewee so they have everything they need.
- Make a schedule for your interview.
  - Leave time for introductions, reviewing candidate CVs, coverage of competency questions and for the candidate to ask questions.
  - Allow approximately 7-10 minutes per competency question.
  - If scheduling more than one interview on the same day, it is helpful to allow 15-30 minutes between interviews.
- Prepare for your interview.
  - Ensure you have prepared the interview room (either virtual or face to face).
  - Ensure you have all the documentation you need for the interview.
  - If there are two or more interviewers in the same interview then agree on who opens and closes, who asks which questions and who will take notes.





## Conducting the Interview

- Start the interview by putting the interviewee at ease. You can use the “Introducing the Interview” section of the Match 6.5 interview guide to help you with this.
- Some of the things you may wish to ensure you cover;
  - Welcome to the interview.
  - Introduce the interviewer(s).
  - Explain housekeeping arrangements (e.g. in a virtual interview what to do if connection is lost).
  - Explain the structure of the interview – timing, type of questions, the probes that will be used.
- Keep to the questions and probes provided in the Interview Guide. This will help ensure a highly-structured interview.
- Keep an open mind and suspend your judgment.
- Take clear notes on the candidate’s answers to questions; try to write as much information as possible (including quotes).
- When taking notes avoid unsubstantiated opinions (e.g. ‘a useless attempt to solve a problem’), gut reactions (e.g. ‘a good candidate’) and irrelevant observations (e.g. ‘went to the same university as me’).
- Stay alert throughout the interview and make sure you are respectful.



## After the Interview

- After the interview, review notes for the candidate’s answers to each question. Review the evidence in your notes and then assign the key points/quotes to the competency areas.
- Use the scoring support provided in the Interview Guide to help you with scoring interview questions.
- Use the final page of the Match 6.5 Interview Guide to summarize key positive and negative evidence for the candidate.
- Having reviewed all the evidence and summarized the key points, record a score for the candidate.
- You may wish to provide candidates with feedback after the recruitment process. We provide complimentary reports with the Match 6.5 Interview Guide that can be sent to candidates as feedback.



#### About Saville Assessment, a WTW Company

Our mission is to transform assessment around the world. We enable organizations to identify potential, accelerate performance and achieve outstanding results. Our portfolio of leading-edge assessments are designed based on extensive research into successful workplace performance and the critical relationship between motive, talent and workplace culture. With representatives in over 80 countries we are transforming how organizations Hire, Build and Lead talent globally.



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