

The Executive Interview & Assessment Toolkit

A complete, evidence-based interview and assessment instrument, built to the standard of a professional executive search firm's own evaluation documents. This sample shows the toolkit's structure and one level in partial detail. The complete toolkit, all five levels in full depth, is available separately.

What the Complete Toolkit Contains

A shared assessment framework used across every level, the STAR probing-question sequence, an Evidence Classification system, a universal Red Flags checklist, a five-tier Recommendation and Confidence framework, a panel Weightage and composite-scoring template, and the RH Factor Hiring Risk Dashboard. Then, for each of five levels, Management Trainee, Middle Manager, Senior Manager, HOD, and CXO: a full competency reference, an organised behavioural question bank, level-specific interviewer observation prompts, an Interview Evidence Log, and a ready-to-use Panelist Sheet.

Sample: The STAR Probe Sequence

A taste of the shared framework every level in the full toolkit is built on.

THE STAR PROBE SEQUENCE

Ask in this order; do not accept a headline answer as a complete one

STAR COMPONENT	THE PROBE
Situation	"What was actually happening at that point? Who else was involved, and what was at stake?"
Action	"What did YOU specifically say or do? Walk me through it moment by moment."
Reflection	"Looking back, what would you do differently today?"

Sample: Management Trainee Level

The competency reference below is shown in full. The complete toolkit adds the full 10-15 question behavioural bank per competency, interviewer observation prompts, an Evidence Log, and a ready-to-use Panelist Sheet for this level, and for all four others.

MT COMPETENCY REFERENCE

COMPETENCY	WHAT IT ACTUALLY PREDICTS
Learning Agility	Speed and depth of genuinely absorbing something new, not just completing it.
Curiosity	Whether the candidate asks questions beyond what is required to finish the task.
Integrity	Honesty in small, low-stakes moments, the best available

COMPETENCY	WHAT IT ACTUALLY PREDICTS
	predictor of it in large ones.
Coachability	Genuine behaviour change after feedback, not just polite agreement with it.
...	The complete toolkit lists ten MT competencies in full, with the full question bank for each.

Sample question: "Tell me about a time you had to learn something completely new under time pressure." The complete toolkit provides this level of depth across all ten MT competencies, and the equivalent for Middle Manager, Senior Manager, HOD, and CXO.

GET THE COMPLETE TOOLKIT

The full Executive Interview & Assessment Toolkit, all five levels, complete question banks, the Evidence Log, the Hiring Risk Dashboard, and every Panelist Sheet, is available for INR 199.

Available at rhfactor.in/hiringleadersright