



# APPENDICES

## Appendix 1 Interview Guideline

### Hourly Supervisor/Non-Management Supervisor - Interview Guide - Hiring Manager

**This guide provides the material needed to conduct an interview:**

- Instructions on preparing for the interview and on opening and closing the interview.
- Interview questions on competencies required for this job.
- Instructions on how to evaluate applicant responses to questions.

Use this guide to gather specific examples of the applicant's past performance in each competency using the STAR format (Situation/Tasks, Actions, and Results). Questions to evaluate each competency are included in this Guide.

**Follow the instructions below:**

Pre-Interview Checklist	Steps to Open the Interview	Steps to Close the Interview
<ol style="list-style-type: none"> <li>1. Review application materials, including resume and all forms. Decide which of the applicant's jobs/experiences are most relevant to the target job.</li> <li>2. Review the rating scales that appear on the Post-Interview Instructions page.</li> <li>3. Review this guide and know what you will ask.</li> </ol>	<ol style="list-style-type: none"> <li>1. Welcome the applicant, giving your name and position.</li> <li>2. Describe the interview purpose and plan:               <ul style="list-style-type: none"> <li>◦ Explain the purpose of the interview. Briefly review previous jobs/experiences.</li> <li>◦ Ask questions to get specific information about those jobs/experiences.</li> <li>◦ Answer applicant's questions about the open position and organization.</li> </ul> </li> <li>3. Point out that you both will get information needed to make good decisions about the applicant's fit with the organization.</li> <li>4. Make the transition to the next section.</li> </ol>	<ol style="list-style-type: none"> <li>1. Ask questions to clarify any incomplete or missing STARs from earlier (if necessary).</li> <li>2. Give the applicant the opportunity to ask questions. (Note the questions asked in your Interview Notes.)</li> <li>3. End the Interview               <ul style="list-style-type: none"> <li>◦ Explain next steps in selection process.</li> <li>◦ Thank the applicant for a productive interview.</li> </ul> </li> </ol>

**Remember to complete and submit your ratings as quickly as possible after your interview.**



Appendix 2 Questionnaire The SOP In job interviews at Sheraton Bali Kuta Resort (Interviewer 1)

**Questionnaire The SOP and Language Expressions In job interviews at Sheraton Bali Kuta Resort**

What are the SOP in job interviews at Sheraton Bali Kuta Resort? Please tick on the appropriate column.

a. Interviewer 1

No	The SOP in job interviews	Yes	No
1.	Open the interviewees	V	
2.	Describe the interview purpose and plan	V	
3.	Get information needed to make good decision about the applicant	V	
4.	Transition to the next section	V	
5.	Give the applicant the opportunity to ask question	V	
6.	Ask questions to clarify any incomplete		
7.	Explain the next steps in selection process	V	
8.	Thanks the applicant	V	

Appendix 3 Questionnaire The SOP In job interviews at Sheraton Bali Kuta Resort (Interviewer 2)

**Questionnaire The SOP and Language Expressions In job interviews at Sheraton Bali Kuta Resort**

What are the SOP in job interviews at Sheraton Bali Kuta Resort? Please tick on the appropriate column.

b. Interviewer 2

No	The SOP in job interviews	Yes	No
1.	Open the interviewees	V	
2.	Describe the interview purpose and plan	V	
3.	Get information needed to make good decision about the applicant	V	
4.	Transition to the next section	V	
5.	Give the applicant the opportunity to ask question		
6.	Ask questions to clarify any incomplete		V
7.	Explain the next steps in selection process	V	
8.	Thanks the applicant	V	

Appendix 4 Questionnaire The Language Expressions In job interviews at Sheraton Bali Kuta Resort (Interviewer 1)

**Questionnaire The Language Expressions In job interviews at Sheraton Bali Kuta Resort**

Please fill in the language expression on job interview

a. Interviewer 1

No	SOP in job interviews	Language Expressions
1	Open the interviewees	Good Morning bapak Muliawan, I'm Julian how are you?
2	Describe the interview purpose and plan	Ok I will start to interview you, as you know that currently we're searching for Hostess position, may I know your experience in this role?
3	Get information needed to make good decision about the applicant	Could you explain your job description on your current company?
4	Transition to the next section	Can you tell me about your strength and your weakness?
5	Give the applicant the opportunity to ask question	Do you have any question?
6	Ask questions to clarify any incomplete	-
7	Explain the next steps in selection process	

8	Thanks the applicant	Thank you for coming
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Appendix 5 Questionnaire The Language Expressions In job interviews at Sheraton Bali Kuta Resort (Interviewer 2)

**Questionnaire The Language Expressions In job interviews at Sheraton Bali Kuta Resort**

Please fill in the language expression on job interview

b. Interviewer 2

No	SOP in job interviews	Language Expressions
1	Open the interviewees	Good afternoon, I'm Asti thank you for waiting me. How was your trip to come here?
2	Describe the interview purpose and plan	Just start the interview, you applied as a finance officer right? Can you tell me how did you find this position?
3	Get information needed to make good decision about the applicant	Could you explain the job description as a finance officer?
4	Transition to the next section	Could you tell me about your strength and weakness?
5	Give the applicant the opportunity to ask question	So far, any question about your job?
6	Ask questions to clarify any incomplete	-

	Explain the next steps in selection process	If there is no question, regarding today HRD will give you an answer by latest 1 week
8	Thanks the applicant	Thank you for the time





## AUTOBHIOGRAPHY



Ni Putu Ari Laksmi was born in Bila on 9 February 1998. His father's name is I Nyoman Karcana and his mother's name is Ni Ketut Sumiani. The writer was finished his primary school at SDN 2 Bila and graduate in year 2010. In 2010 the writer continued her study at SMPN 3 Singaraja and graduate in year 2013. In year 2016 she graduate from SMKN 1 Sukasada. Now, she is a student in Undiksha University. His majority is Diploma III Bahasa Inggris. In last semester, she finished his last project entitle "The SOP and Language Expressions Used in Job Interviews at Sheraton Bali Kuta Resort".

