

# Stock Manager

This interview guide is intended to be used in conjunction with the Vervoe skills assessment. Where a candidate has scored Low - Medium on a skill, focus on asking more questions from that skill to gain deeper insight into their level of competency.

Assessment Score	<span style="background-color: #28a745; color: white; border-radius: 10px; padding: 2px 5px;">HIGH</span> <span style="background-color: #ffc107; color: white; border-radius: 10px; padding: 2px 5px;">MEDIUM</span> <span style="background-color: #dc3545; color: white; border-radius: 10px; padding: 2px 5px;">LOW</span>
Assessment Skills	Stock Manager, Team Leader, Health and Safety, Inventory Management

Competency/Skill	Candidate with this will display
Stock Manager	<ul style="list-style-type: none"> <li>• Previous experience in inventory management or stocking, ready to take the next step</li> <li>• Strong organisational skills to manage a team and operational workload</li> <li>• Strong stakeholder management to liaise with junior staff and senior</li> </ul>
Questions	
	How do you manage your time in this role to ensure the team is well equipped and inventory management is maintained?
	How do you communicate differently to staff you manage and the senior leaders in a business?
	Describe the biggest challenge you face in this role.
Comments	

Competency/Skill	Candidate with this will display
Team Leader	<ul style="list-style-type: none"> <li>• Strong team leadership to train and motivate junior staff</li> <li>• Ensures team are engaged and working effectively</li> <li>• Understands the importance of recruitment and hiring the right people</li> </ul>
Questions	
	Describe your leadership/management style.
	How involved are you in the recruitment process? What do you look for when building a team around you?
	How do you ensure your team are engaged in their roles?
Comments	

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Competency/Skill	Candidate with this will display
Health & Safety	<ul style="list-style-type: none"><li>• Has a strong focus on health and safety and ensures all staff understand the importance.</li><li>• Provides ongoing training for health and safety for their staff</li><li>• Has a positive attitude to health and safety</li><li>• Always conscious of health and safety when positioning stock, boxes and when unloading</li></ul>
<b>Questions</b>	
	How do you provide staff training for health and safety?
	Describe a time where you have had to manage a health and safety issue.
	Who's responsible for health and safety?
<b>Comments</b>	

Competency/Skill	Candidate with this will display
Inventory Management	<ul style="list-style-type: none"><li>• Strong knowledge of ordering and inventory management that changes with seasons/peak periods</li><li>• Analytical mind that understands trends in buying behaviour</li><li>• Strong IT knowledge and capability to pick up inventory management software quickly</li><li>• Thorough knowledge of inventory management systems</li></ul>
<b>Questions</b>	
	How do you ensure inventory management is accurate for different seasons or peak times?
	What Inventory Management systems have you used or do you prefer? Why?
	How do you stay up to date with buying behaviours that impact stock?
<b>Comments</b>	