

CANDIDATE NAME		CONDUCTED BY			
INTERVIEW DATE		INTERVIEW START TIME		INTERVIEW END TIME	
POSITION TITLE		POSITION DEPARTMENT			
DESCRIPTION OF POSITION BEING FILLED					

INTRODUCTION

- Welcome the candidate.
- Introduce all interview participants by name and position title.
- Describe the company.
- Explain the job.
- Explain the interview process.

INTERVIEW QUESTIONS

PERSONAL RAPPORT
What attracted you to this career opportunity?
How does this role fit your long-term career goals?
As you walk us through your resume, highlight key experiences that demonstrate your strengths in relation to this position.

JOB SPECIFIC INQUIRIES

Describe your experience directly related to the position: accomplishments, strengths, improvements

Describe your experience indirectly related to the position – how does this experience make you a good candidate?

TIME MANAGEMENT: How do you make decisions when prioritizing tasks? Tell us about an experience where time management was a factor, and how you dealt with a tight or fluctuating project timeline.

TEAMWORK: Do you have experience working alone or as part of a team? How have others been affected by your work? Describe a task or project completed as part of a team – describe your role and any challenges.

PROBLEM SOLVING: Describe an instance of overcoming a problem and what was learned from this experience.

EQUIPMENT / TOOLS / SOFTWARE: Are you familiar and comfortable with the resource requirements? Please assess your skill level and describe the most complex work previously completed with these tools.

EQUIPMENT /
TOOLS / SOFTWARE
UTILIZED:

WORK SCHEDULE: Are there any restrictions to your working availability?

POSITION
SCHEDULE

PHYSICAL CAPABILITIES: Are there any restrictions to completing the physical requirements of the position?

PHYSICAL
CAPABILITY
REQUIREMENTS

SALARY: What are your salary expectations?

AVAILABILITY: If offered the position, when are you available to begin work?

Do you have any questions about the company or the position?

CONCLUSION

- Verify applicant contact information.
- Verify that reference contacts have been submitted.
- Describe how a decision will be communicated and an expected date of decision.
- Thank the applicant for their time.

EVALUATION

Interviewer is asked complete the following evaluation upon conclusion of the interview.

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COMMENTS

Provide any additional comments to support your assessment and recommendation.

RECOMMENDATION

RECOMMEND FOR HIRE

NOT A MATCH

DECISION NOT YET MADE

SIGNATURE

INTERVIEWER NAME	TITLE	SIGNATURE	DATE

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