Interview Template

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| **Position Title**  |  |
| **Candidate** |  |
| **Interviewer** |  |
| **Interviewer’s Title** |  |
| **Date** |  |
| **Introduction:**Introduce yourself, focus on rapport building, putting the candidate at ease, outline the interview and timing**Body of Interview:**Remember - listen 80% of the time, take detailed notes, probe, show that you are listening |
| **Question 1:** |
| **Applicant’s response:** |
| **Assessment:** |
| **Question 2:** |
| **Applicant’s response:** |
| **Assessment:** |
| **Question 3:** |
| **Applicant’s response:** |
| **Assessment:** |
| **Question 4:** |
| **Applicant’s response:** |
| **Assessment:** |
| **Question 5:** |
| **Applicant’s response:** |
| **Assessment:** |
| **Question 6:** |
| **Applicant’s response:** |
| **Assessment:** |
| **Please confirm your salary expectations** |
|  |
| **What is your notice period?** |
|  |
| **Overall Assessment:** (high level summary of interview performance) |
| **Hire / Reject / Refer:** (circle the appropriate choice) |
| **Signed** |  |
| **Name** |  |
| **Title** |  |
| **Date** |  |