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:** | |
| **Question 7:** | |
| **Applicant’s Response:** | |
| **Assessment:** | |
| **Do you have any questions?** | |
|  | |
|  | |
| **Thank you for your time today.**  **Next Steps: we need to consider all the information we have gathered through the job selection process and make some decisions about who will be appointed to the roles in the new structure. You will be advised of the outcome next week.** | |
| **Overall Assessment:** (high level summary of interview performance) | |
| **Role in the new structure?** | |
| **Signed** |  |
| **Name** |  |
| **Title** |  |
| **Date** |  |