**Interview Notes Template**

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| **Candidate name** |  | **Interviewer name** |  |
| **Position** |  | **Team** |  |
| **Date** |  | **Time** |  |

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| **Screening interview questions** | **Response notes** |
| **Basic information questions** |
| **1. What are your career aspirations?** |  |
| **Ideal answer**“I would love to eventually be in senior management so I can mentor junior team members. Ideally, I’m seeking long-term growth within a company.” |
| **2. What do you know about our company?** |  |
| **Ideal answer**“I’ve been reading your newsletters for years, so I know the organization is passionate about driving change, protecting the planet, and nurturing its employees.” |
| **3. [Question]** |  |
| **Ideal answer** |
| **Cultural fit questions** |
| **4. How would your former colleagues and managers describe you?** |  |
| **Ideal answer**“My colleagues would likely describe me as a positive person who did my work to the best of my ability and actively sought out feedback and opportunities to learn and grow.” |



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| **5. What are your three personality traits you’re most proud of?** |  |
| **Ideal answer**“My top three personality traits are the ability to face adversity head-on, my belief that a positive mindset can help you accomplish anything, and being tolerant of differences in others.” |
| **6. [Question]** |  |
| **Ideal answer** |
| **Behavioral questions** |
| **7. Describe a time when you had to adapt to sudden change.** |  |
| **Ideal answer**“Earlier this year, my current company introduced a new software to replace the one we’d been using for the past five years. It took a while to get used to the new system but it turned out to be a positive move for the company.” |
| **8. [Question]** |  |
| **Ideal answer** |
| **9. [Question]** |  |
| **Ideal answer** |



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| **Situational questions** |
| **10. Tell me about a change you proposed and how it impacted your workplace.** |  |
| **Ideal answer**“I proposed implementing a project management tool to address challenges with tracking progress, meeting deadlines, and team communication. This change resulted in a 30% improvement in project completion rates.” |
| **11. [Question]** |  |
| **Ideal answer** |
| **12. [Question]** |  |
| **Ideal answer** |
| **Technical or skill-related questions** |
| **13. What tools do you use to manage projects and make sure you complete them on time?** |  |
| **Ideal answer**“I use Asana for task assignment, progress tracking, and deadline management. Additionally, I use Slack for real-time communication and collaboration, and Google Drive for document sharing.” |
| **14. [Question]** |  |
| **Ideal answer** |



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