**Job Interview Template**

|  |  |  |  |
| --- | --- | --- | --- |
| **Candidate name** |  | **Interviewer name** |  |
| **Position title** |  | **Department** |  |
| **Date** |  | **Time** |  |

|  |
| --- |
| **Brief description of the position** |
|  |

**Introduction**

* Welcome the candidate.
* Introduce all interview participants by name and title.
* Share an overview of the company.
* Walk the candidate through the interview process.

**Interview questions**

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| --- |
| **Basic information questions** |
| 1. What are your career aspirations? |
|  |
| ***Ideal answer:***  My career aspirations are to grow in a company where I can learn and contribute as much value as possible to the team. I’m specifically passionate about developing my skills in my role and want to grow into a senior role in the next three years. |
| 2. What do you know about our company? |
|  |
| ***Ideal answer:*** |
| 3. Talk me through your résumé. |
|  |
|  |
| 4. What are your salary requirements? |
|  |
| ***Ideal answer:*** |
| **Job specific questions** |
| 4. Describe your experience directly related to the position. |
|  |
| 5. [Question] |
|  |
| ***Ideal answer:*** |
| 6. [Question] |
|  |
| ***Ideal answer:*** |
| **Behavioral questions** |
| 7. Describe a time when you had to adapt to a sudden change. |
|  |
| 8. [Question] |
|  |
| 9 [Question] |
|  |
| **Cultural fit questions** |
| 10. How would your former colleagues and managers describe you? |
|  |
| 11. What are the three personality traits you’re most proud of? |
|  |

**Conclusion**

* Verify the applicant’s contact details.
* Ensure that references have been provided.
* Explain how and when the hiring decision will be communicated.
* Thank the applicant for their time.

**Interview evaluation**

The interviewer is requested to fill out the following evaluation after the interview concludes.

Using the rating scale below, indicate the level per item:

1. Below average
2. Average / capable
3. Good
4. Excellent
5. Outstanding

|  |  |
| --- | --- |
| **Interview rating** | |
| Required educational qualifications | 4 |
| Senior-level work experience | 3 |
| [Add rating item] |  |
| [Add rating item] |  |
| [Add rating item] |  |
| [Add rating item] |  |
| [Add rating item] |  |

**Additional comments**

|  |
| --- |
| **Comments** |
|  |

**Signatures**

|  |  |  |  |
| --- | --- | --- | --- |
| Interviewer name | Job title | Date | Signature |
|  |  |  |  |

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