Interview Guide

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Applicant’s Name |  | Date |
|  |
| Interviewer |  |  |

## The Interview Process

* + (Before the Interview) Provide all the Information Needed for the Interview
	Include the location / software link and instructions, time and duration, attire, interviewer/s
	+ Welcome the Applicant!
	Introduce yourself and make them feel comfortable
	+ Provide an Overview of the Role and the Company
	Outline any particulars about the role requirements
	+ Ask the Interview Questions
	See section below
	+ Invite the Applicant to Ask Questions
	+ (If the Applicant seems great) “Sell” your Company and the Role
	Paint a positive picture about the role and the team, share the vision of the company
	+ Thank the Applicant and Outline Next Steps
	Share your time frames for communicating with the Applicant

## Interview Questions

1 – Poor 2 – Fair 3 – Good 4 – Very Good 5 - Excellent

**Background**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Tell me about your career so far and what lead you to where you are now. | 1 | 2 | 3 | 4 | 5 |
| What has been your favorite project? When were you most excited to get to work? | 1 | 2 | 3 | 4 | 5 |
| Notes: |

**Position Fit**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Why did you apply for this position? | 1 | 2 | 3 | 4 | 5 |
| Can you tell me about a time when you demonstrated… <insert main skill required> | 1 | 2 | 3 | 4 | 5 |
| Notes: |

**Self Motivation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Tell me about a time when you followed-up on a difficult customer or stakeholder situation. What was the situation? What did you do? | 1 | 2 | 3 | 4 | 5 |
| Notes: |

**Customer Service**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Tell me about a time when a client / stakeholder was not satisfied. What did you do? What was the outcome? | 1 | 2 | 3 | 4 | 5 |
| Tell me about a time when you were communicating with someone and they did not understand you. What did you do? | 1 | 2 | 3 | 4 | 5 |
| Notes: |

**Discipline**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| How do you minimize distractions during the workday? | 1 | 2 | 3 | 4 | 5 |
| How do you motivate yourself to tackle your to-do list? | 1 | 2 | 3 | 4 | 5 |
| Notes: |

**Teamwork**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Tell me about a time when you worked on a team. What was the project? What was the result? | 1 | 2 | 3 | 4 | 5 |
| How would you motivate or encourage other team members when you are working on an important project? | 1 | 2 | 3 | 4 | 5 |
| Notes: |

**Overall**

|  |
| --- |
|  |