

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

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