**Interview Template**

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| **Candidate:**  | **Date of interview:**  |
| **Role:** | **Current salary:**  |
| **Interview panel members:** | **Available from:** |
| **Agenda:** | **Review of resume:**  |
| * *Interview format*
 | * *Clarify any issues*
 |
| * *Introduce panel members*
 | * *Obtain extra information on past roles*
 |
| * *Tell us about yourself icebreaker*
 |  |
| **Behavioural Questions** |
| **Initiative:**What new ideas or suggestions have you come up with at work?  | Have you identified a problem or issue before your manager has? How did you deal with it?  |
| **Leadership:** What leadership skills and experience do you have that demonstrate you are an effective leader? | Describe how you would instruct someone to do something new. Take us through the steps you would take.  |
| **Teamwork:** Describe a project or task that required team working. What was your role?  | How did you handle differences of opinion within the team?   |
| **Communication:** What kind of reports or proposals have you written? Please give some examples. | What different approaches do you use when talking to different people? Can you give us some examples? How do you know that you are getting your point across?  |
| **Decision-making:**Can you tell us about a difficult decision you have had to make recently?  | What was your decision-making process?  |
| **Planning & organization:** How do you prioritize when scheduling your time? | How often is your schedule upset by unforeseen circumstances? What do you do when this happens? Give us some specific examples.  |
| **Technical Or Job-Specific Skills (sample questions):** |
| What software/tool have you worked with in the past?  | Describe your experience with the following tools and equipment (list job-specific requirements). |
| Give an example of a task you have completed using this tool/software.  | What job experiences have you had that will help you in this position?  |
| Talk us through the procedures you would follow to achieve x,y,z task.  | Have you ever identified a technical problem or a safety issue with the equipment/tools/software you have used in the past? What action did you take?  |
| **Additional Questions:** |
| **Next Steps*** *What happens next*
* *Timeline for decisions*
 | **Referees:*** *Permission to contact referees?*
* *Check on contact details*
 |
| **Overall Assessment:** |
| Level of preparation | Excellent | Good  | Fair | Poor | Very Poor |
|  |  |  |  |  |
| Relevance of previous experience |  |  |  |  |  |
| Required qualifications & training |  |  |  |  |  |
| Enthusiasm & interest in company/role |  |  |  |  |  |
| Attitude & motivation |  |  |  |  |  |
| Ability to communicate |  |  |  |  |  |
| Interpersonal skills |  |  |  |  |  |
| Cultural fit  |  |  |  |  |  |