**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 |  |  |  |  |  |