

## Interview Template

<b>Candidate:</b>	<b>Date of interview:</b>
<b>Role:</b>	<b>Current salary:</b>
<b>Interview panel members:</b>	<b>Available from:</b>
<b>Agenda:</b>	<b>Review of resume:</b>
<ul style="list-style-type: none"> <li>• <i>Interview format</i></li> <li>• <i>Introduce panel members</i></li> <li>• <i>Tell us about yourself icebreaker</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Clarify any issues</i></li> <li>• <i>Obtain extra information on past roles</i></li> </ul>
<b>Behavioural Questions</b>	
<b>Initiative:</b> 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?
<b>Leadership:</b> 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.
<b>Teamwork:</b> Describe a project or task that required team working. What was your role?	How did you handle differences of opinion within the team?
<b>Communication:</b> 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?
<b>Decision-making:</b> Can you tell us about a difficult decision you have had to make recently?	What was your decision-making process?

<p><b>Planning &amp; organization:</b> How do you prioritize when scheduling your time?</p>	<p>How often is your schedule upset by unforeseen circumstances? What do you do when this happens? Give us some specific examples.</p>				
<p><b>Technical Or Job-Specific Skills (sample questions):</b></p>					
<p>What software/tool have you worked with in the past?</p>	<p>Describe your experience with the following tools and equipment (list job-specific requirements).</p>				
<p>Give an example of a task you have completed using this tool/software.</p>	<p>What job experiences have you had that will help you in this position?</p>				
<p>Talk us through the procedures you would follow to achieve x,y,z task.</p>	<p>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?</p>				
<p><b>Additional Questions:</b></p>					
<p><b>Next Steps</b></p> <ul style="list-style-type: none"> <li>• <i>What happens next</i></li> <li>• <i>Timeline for decisions</i></li> </ul>	<p><b>Referees:</b></p> <ul style="list-style-type: none"> <li>• <i>Permission to contact referees?</i></li> <li>• <i>Check on contact details</i></li> </ul>				
<p><b>Overall Assessment:</b></p>					
	Excellent	Good	Fair	Poor	Very Poor
Level of preparation					
Relevance of previous experience					
Required qualifications & training					
Enthusiasm & interest in company/role					
Attitude & motivation					
Ability to communicate					
Interpersonal skills					
Cultural fit					