

Interview Sample Template

Job Title:	<i>Enter Job Title Here</i>	Date:	<i>Enter Interview Date Here</i>
Candidate's Name:	<i>Enter Candidates Name Here</i>	Time:	<i>Enter Interview Time Here</i>
Interview Panel:	<i>List the Interview Panel Names Here</i>		

Interview Steps:

- Thank the candidate for taking the time to attend the interview
- Introduce interview panel
- Read job summary and ask if there are any questions related to the job
- Proceed to asking questions and scoring answers accordingly
- Interview wrap, qualification confirmation, and answer any additional questions

Job Summary:

Enter job summary pulled from the job description here

Questions:

1. <i>Enter interview question here. See the sample Interview Questions Resource for sample questions</i>

2. Enter interview question here. See the sample Interview Questions Resource for sample questions

3. Enter interview question here. See the sample Interview Questions Resource for sample questions

4. Enter interview question here. See the sample Interview Questions Resource for sample questions

5. Enter interview question here. See the sample Interview Questions Resource for sample questions

6. Enter interview question here. See the sample Interview Questions Resource for sample questions

7. Enter interview question here. See the sample Interview Questions Resource for sample questions

Additional Information:

*****End the interview sharing the following information*****

Hours of Work:	<i>Enter the standard hours of work here</i>
Compensation/wage rate:	<i>Enter the compensation/wage rate for this position here</i>
Benefits:	<i>List available workplace benefits here</i>

We hope to decide on the successful candidate in the next *enter number of days or weeks here*. You will hear back from us if you are or the successful candidate.

Thank you for your time.

General Observations:

Interviewed by:	<i>Enter interviewer name here</i>
Signature:	
Date:	<i>Enter date here</i>