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HR Toolkits for Small Business

About the Document

name	**IV-ALL-2540-M. Q & A Style Panel Interview Questionnaire**
owner	HR
access & use	All Staff
what it is	Print-ready form template for creating a question and answer (Q & A) style Interview Questionnaire for Round 1 or Round 2 interviews.
who uses it	◆ Hiring Manager creates the interview questionnaire. ◆ Each member of the Interview Panel uses it to ask questions during an interview and record notes.
used with	◆ *TA-MGR-5520-M. Position Applicant Tracking Spreadsheet* ◆ *IV-ALL-2550-M. Presentation Style Panel Interview Questionnaire* ◆ *IV-ALL-2520-R. Interview Questions* ◆ *IV-ALL-2515-R. Interviewing Guide*

Why This Process is Important

During the interview process, it's critical that thoughtful preparation goes into the questions asked and who asks them. Questions must be tailored to the success traits required for the position. We don't want to waste the time of candidates or interview panel members by conducting an interview that doesn't help us discern the likelihood of success for one candidate versus another.

Working with the Document

◆ Gray shaded form fields are input placeholders. To replace the text in these form fields, click **ONCE** on the field and type your new content.

◆ Table cells will expand to accommodate any length of text.

◆ If required, you can copy and paste to add additional rows to the tables. To maintain the correct formatting when pasting, click the small arrow beneath the **Paste** command and select the **Insert as New Rows** option.

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Instructions

Before the Interview

1. Save a copy of the questionnaire template to the working directory for the position.

2. Customize the **Position** and **Interview Panel** information for the position at the top of page 1.

3. Skip to the Interview Questions & Success Factors section on page 2. You'll come back to fill in the Summary section after you've written the interview questions and identified success factors.

4. In the **Interview Questions & Success Factors** section, identify the position success factors that will be evaluated in the interview:

   a. Refer to the Position Job Description for the list of position success factors.

   b. List one success factor above each question (in brackets)

   c. Write an interview question to evaluate a candidate's ability to demonstrate that success factor. Refer to *IV-ALL-2520-R. Interview Questions* for examples of interview questions grouped by common success factors.

   d. Assign questions to interview panel members so that everyone knows their role during the interview.

   e. Prepare 10-12 questions.

   Note: The first 2 interview questions in the form template are just examples. Replace them with your own questions.

5. In the **Summary** section on page 1, list each success trait from the interview questions.

6. Provide interview panel members with a copy of the questionnaire in advance so they have a chance to review and comment on the questions asked.

During the Interview

1. If the questionnaire will be printed and interview panel members will not be using laptops to complete the form during the interview:

   ▪ Leave room in the answer rows for handwritten comments and answers.

   ▪ Print a copy for each interview panel member and bring it to each interview.

2. Remind interview panel members that their annotated interview questionnaires will be collected at the end of interview and kept in the recruitment file as evidence to support the final hiring decision.

After the Interview

1. Ask each Interview Panel Member to complete the **Summary** section of the Interview Questionnaire and assign an overall rating for the candidate:

    a. Assign a **Rating** for the candidate's demonstration of each Success Factor. Rate candidates from 1-5, with 5 being the highest score.

    b. Add comments as desired.

    c. Assign an **Overall Rating** for the candidate. Rate candidates from 1-5, with 5 being the highest score.

2. Collect the completed interview questionnaires from each Interview Panel Member.