

## About the Document

<b>name</b>	IV-ALL-2540-M. Q & A Style Panel Interview Questionnaire
<b>owner</b>	HR
<b>access &amp; use</b>	All Staff
<b>what it is</b>	Print-ready form template for creating a question and answer (Q & A) style Interview Questionnaire for Round 1 or Round 2 interviews.
<b>who uses it</b>	<ul style="list-style-type: none"> <li>◆ Hiring Manager creates the interview questionnaire.</li> <li>◆ Each member of the Interview Panel uses it to ask questions during an interview and record notes.</li> </ul>
<b>used with</b>	<ul style="list-style-type: none"> <li>◆ <a href="#">Position Applicant Tracking Spreadsheet</a></li> <li>◆ <a href="#">Presentation Style Panel Interview Questionnaire</a></li> <li>◆ <a href="#">Interview Questions</a></li> <li>◆ <a href="#">Interviewing Guide</a></li> </ul>

## 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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