

## 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>◆ <i>TA-MGR-5520-M. Position Applicant Tracking Spreadsheet</i></li> <li>◆ <i>IV-ALL-2550-M. Presentation Style Panel Interview Questionnaire</i></li> <li>◆ <i>IV-ALL-2520-R. Interview Questions</i></li> <li>◆ <i>IV-ALL-2515-R. Interviewing Guide</i></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.

This page is not available for preview.  
Sign up for a free Trial and download this template now! [Link in footer.](#)

This template is included in the ConnectsUs HR™ Toolkits.



### Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

#### Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides
- Download your HR folders
- Identify your HR priorities
- 22 HR topics
- Create HR intranet

#### Support your HR Function

- COVID-19 Portal
- Legislation Portal
- Remote Workforce Portal
- Mental Health Portal
- Diversity & Inclusion Portal
- Weekly updates, email notifications
- Help & support. With real humans!



### Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients
- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients
- Pricing.