

Position # [] **– Insert Position Title**

Interview Guide: Round 1 or 2 In-Person Interviews

Interview Panel: [Insert names of interview panel members]

These fields are completed by interview panelists:

Interview Date:		Candidate Name:	
Interviewer Name:		Overall Rating: 1 to 5 (best)	

Summary

These fields are completed by interview panelist at the end of the interview. Assign a **Rating** from 1-5, with 5 being the highest score for:

- ♦ The candidate’s demonstration of each of the **Success Factors**.
- ♦ An **Overall Rating** for the candidate.

A word of caution: Be very careful about the notes you make about candidates during interviews. These notes can be requested as discovery material if a candidate ever challenges the Company’s hiring decision in court. Keep notes professional and relevant to the criteria for the position.

Success Traits	Rating 1-5 (best)	Comments
1. Example: Relevant experience		
2. Example: Initiative		
3. criteria		
4. criteria		
5. criteria		
6. criteria		
7. criteria		
8. criteria		

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Interview Questions & Success Factors

Each question number is followed by the name of the Panel Member asking the question, and the success factor targeted by the question (shown in brackets).

1. John Doe (Relevant experience)

Q: I believe you have a general sense of what this position is all about. In 5 minutes or less, please provide us with a plain English (non-technical) elevator pitch of why your experience is ideal for this position and why your background is a match?

(PANEL MEMBERS: Ask questions about experience and specific technical competencies.)

A:

2. Mary Jayne (Initiative)

Q: Would you provide me with two examples of things you've done in your last position that demonstrate your willingness to work hard?

A:

3. Panel Member Name (Insert Success Factor)

Q: Interview question

A:

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8. Panel Member Name (Insert Success Factor)

Q: Interview question

A:

9. Panel Member Name (Insert Success Factor)

Q: Interview question

A:

10. Panel Member Name (Close out candidate summary pitch)

Q: In this position, what could you do or provide that another candidate may not? What do you think is your competitive advantage over other candidates for this position?

A: