

About the Document

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| name | IV-ALL-2550-M. Presentation-Style Interview Questionnaire |
| owner | HR |
| access & use | All Staff |
| what it is | <p>Print-ready form template for creating structure and interview questions for presentation-style interviews, typically used for more senior positions.</p> <p>The candidate is asked in advance to prepare and deliver an informal presentation based on pre-determined criteria.</p> |
| who uses it | <ul style="list-style-type: none"> ♦ 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 | <ul style="list-style-type: none"> ♦ <i>TA-MGR-5520-M. Position Applicant Tracking Spreadsheet</i> ♦ <i>I-ALL-2540-M. Q & A Style Panel Interview Questionnaire</i> ♦ <i>IV-ALL-2520-R. Sample Interview Questions</i> |

Why This Process is Important

It's important that thoughtful preparation goes into the criteria required of the candidate in a presentation interview, and in the questions asked after the presentation. Candidates should be given the same presentation criteria and should be asked roughly the same questions.

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 template is included in the ConnectsUs HR™ Toolkits.



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- b. Update the **Q&A Success Factors** to match the questions you created in the **Part 2 – Panel Interview Questions & Success Factors** section.
 - c. Insert additional rows as necessary.
 - d. Leave the **Rating** and **Comments** sections blank – Interview Panel Members will fill in this information after the interview.
7. Email a copy of the questionnaire to Interview Panel Members in advance so they have a chance to review and comment on the questions asked.
8. 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 every candidate that will be interviewed for each Interview Panel Member.
9. 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.
10. After the interview, collect the completed interview questionnaires from each Interview Panel Member.