

EXAMPLE CANDIDATE

interview template

Applicant's name

Interview date

Position

Interviewed by

Overall Assessments

	Poor	Fair	OK	Good	Excellent
Knowledge of specific job skills					
Related job experience					
Related education or training					
Initiative					
Communication/listening skills					
Attitude					
Interest in business/position					

Strengths:

Example Only

Weaknesses:

Example Only

Additional Comments:

Example Only

Generic questions

Why are you seeking new employment?
(Are they ambitious or just seeking a pay rise)

What are your major responsibilities in your present job?
(How similar are they to the position?)

Where do you feel that you've done particularly well?
(Do they recognise their own strengths?)

What are your strengths? (How will this help you?)

What are your weaknesses?
(Can they take criticism and learn from their mistakes?)

What do you consider important in a job, and why?
(Can you fulfil the applicant's needs?)

What frustrations in your present job would you like to avoid in your next one? (Are there personality conflicts that could carry into your workplace?)

What kind of people do you find most difficult to work with?
(Will they fit into the team?)

How would your last employer describe you?

Where do you see yourself in 5 years?

Why do you want this job?
(Are they enthusiastic about this position or just wanting a change?)

Why should we hire you?
(Should be able to explain how they can add some value to the business)

What are your salary expectations?

Are there any health problems that we should know about?

Example only