



Name of Candidate _____

Date _____

Position Applied For _____

OPENING:

Introduce yourself and provide a brief overview of the organization, the position and the reporting structure.

POSSIBLE QUESTIONS FOR CANDIDATE:

How did you hear about this position? *(Referral, internet, LinkedIn, etc)*

What was it about this position that peaked your interest? *(Gage level of interest in specific position, organization, or location)*

Why are you looking for a new career opportunity? What is motivating you to make a change? *(Understand current employment status and sincerity of search)*

Is this a casual job search, or more deliberate? *(Gage commitment to leaving current organization/role)*

Can you briefly walk me through your work experience as noted on your resume? *(Review resume to identify any gaps; evaluate what the candidate's specific responsibilities were; evaluate motive behind changing jobs)*

How large/small was the team you led/worked with? *(Look for relevancy in size of the organization)*



Were you a direct manager for others, or functional/indirect supervisor? *(As appropriate for role)*

Do you have any particular experience or knowledge that you feel best qualifies you for this role? *(Understand certain interest or knowledge gained, possibly outside of work)*

How much experience do you have with _____? *(Special skills required, such as software, or language)*

Can you describe the types of groups/customers/key stakeholders that you have typically interacted with? *(Assess experience and ability working across an organization)*

How do you see your career progressing over the next few years? How do you see this role contributing to that? *(Assess if the position aligns with long term goals)*

If given a choice between Opportunity A, Opportunity B and Opportunity C, which would you prefer? *(As appropriate; Identify candidate's true interest and passion in terms of role and comfort zone)*

Was there anything about the job requirements that concerned you? *(Identify skill gaps or potential limitations to performing job duties)*

Are there any show stoppers or 'musts' from your perspective, that we should keep in mind? *(Personal needs that could impact performing job duties, like an unwillingness to travel, a need to telecommute, or an inability to relocate)*



What are your salary and compensation needs for this position?

How soon might you be able to start should you be successful getting this role? Do you have any time constraints?

Do you have any other offers on the table? *(Understand level of urgency needed for a possible on-site interview)*

Do you have any questions for me/us about the job or the company/organization in general?

CLOSING:

Thank the candidate for his/her time, explain the next steps, and indicate when the candidate should expect feedback.