LEARN2INTERVIEW

Interview Agenda Template

Components of the 1 hour interview

Greeting (:05)
Candidate's Career History (:05)
Key Competencies Questions (:30)
Motivational Fit Questions (:10)
Questions from the Candidate (:05)
Wrap-up (:05)

Notes and Scripts for each section

Greeting (:05)

- Welcome the employee and make them comfortable. Offer water to drink during the interview.
- Describe how the flow of the interview will occur.
- Explain that you are looking for examples and descriptions of what the candidate has done in the past.
- Provide a brief overview of the position.
- Sample Script

  Thanks for coming in today I'm looking forward to talking to you. Please have a seat and make yourself comfortable. Would you like some water to drink while we talk?

  During this interview we'll talk about your past work history, then I'll ask you a series of questions. While you answer I will take some notes to help me remember what you say.

  As you answer the questions please try to think of real examples of your past work experiences. I want you to describe situations you have been in before and what you did.

  Do you have any questions about the format of the interview?

  Next I want to tell you about the position. This position is _____.

  Do you have any questions about the position?

Candidate's Career History (:05)

- Review the candidate's resume and confirm dates and the employee's role for relevant work.
- Review all positions that are directly related to the position you are hiring for.

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- If there are not relevant positions, review all work going back 15 years (if available). If the positions are not directly related to the position you are hiring for it is not necessary to go beyond 15 years.
- Sample Script

  I see here that you worked at _____ how long were you there?
  What was your role? Was the role a good fit for your knowledge and skills?
  Why did you leave?

  And before that I see that you also worked at _____. How long did you work there?
  What was your role? Was the role a good fit for your knowledge and skills?
  Why did you leave?

Key Competencies Questions (:30)

- If your organization has key competencies, ask questions about those competencies.
- Ask a behavioral question about
  - Teamwork
  - Communication
  - Organization
  - Motivation or initiative
  - Job specific knowledge
- Use probing or follow-up questions.
- Spend about 3-5 minutes on each question. Prepare extra questions in case they are needed.

Motivational Fit Questions (:10)

- Ask questions to determine how well the employee will fit within the team, and within your organization. These questions should address:
  - Supervisor's management style
  - Corporate culture
  - Office hours, flex time, telecommuting
  - Career ambitions

Questions from the Candidate (:05)

- Ask the candidate if they have any questions.
- Make notes of the questions they ask.
- Answer all questions within your timeframe and scope.

Wrap-up (:05)

- Summarize the next steps in your hiring process.
- Let the job candidate know when they will hear from you.
- Thank them for coming in.

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