Brief Interview Schedule

Candidates Name: 
Date of Interview: 
Interview Time: 
Position Interviewing for:

Opening

☐ Introduction:

☐ Interview Purpose:

☐ Estimate Interview Length:

Body

☐ Motivational Questions:
   1. What interests you about this position?
   2. What are your strengths and weaknesses?
   3.
   4.

☐ Educational Questions:
   1. Discuss knowledge gained:
   2. GPA/Higher education:
   3.
   4.
Past Experience:

1. Describe experiences working with colleagues:
2. Any specialized training?
3.
4.

Job Expectations:

1. Do you have an understanding of the duties of this position?
2. How are your technical skills (equipment, software, etc.)?
3.
4.

Future Plans:

1. Where would you like to be in your career in five years?
2. Do you plan to stay in this area?
3.
4.

Closing

- Allow candidate to ask questions.
- Thank candidate for their time.
- Offer time-frame in which you will contact them with answer.
Click here to learn how AllyO can help you automate your interview scheduling