Brief Interview Schedule

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

Opening

☐ Introduction:

☐ Interview Purpose:

☐ Estimate Interview Length:

Body

☐ Motivational Questions:
   1.
   2.
   3.
   4.

☐ Educational Questions:
   1.
   2.
   3.
   4.
Past Experience:
1.
2.
3.
4.

Job Expectations:
1.
2.
3.
4.

Future Plans:
1.
2.
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