Sample Interview Schedule with Questions

Opening

1. Establish Rapport: Introduce yourself and your position with the company.
2. Purpose of Interview: Questions about work experience, training, etc.
3. Motivation: Find out more about the candidate to establish a good fit for the position and company.
4. Timeline: Give an estimate of the time it will take to complete the interview.

Body

1. Position/Career Goals:
   a. How did you find out about this open position with our company?
   b. What piqued your interest in this career opportunity?
   c. What are your long-term career goals, and how does this position tie-in?

2. Employment History:
   a. Who is your current or most recent employer?
   b. What are your responsibilities in your current position?
   c. What experience do you have that directly relates to this position?
   d. Is there any experience that indirectly relates to this position?
   e. What makes you a good candidate for this position?
f. Describe your favorite aspects of your current or most recent position?

g. What are your least favorite aspects of your current or most recent position?

3. **Position-Specific Questions:**

   a. Describe your decision-making process when prioritizing work tasks. Give an example of when you used your time management skills.

   b. Describe your work experience working alone and as part of a team. What are some challenges you had to overcome for both?

   c. Give an example of a situation where you had to overcome a problem. What did you learn from that experience?

   d. Discuss your experience working with equipment, tools, or software. Are you comfortable with the tool requirements of this position?

**Closing**

1. **Work Schedule:** What is your work availability? Are there any restrictions?

2. **Salary:** Discuss salary expectations.

3. **Candidate Questions:** Are there any questions that you have regarding the position or company?

**Additional Notes:**
Click here to learn how AllyO can help you automate your interview scheduling