

# 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.



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