

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*](#)