

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](#)