

Interview Questions Template

Candidate Name	
Interviewed by	
Date of Interview	
Job title	

Introduction

Introduce the panel members and explain the structure of the interview, and when it will be appropriate to ask questions.

Ensure candidate has a glass of water to hand

Cover housekeeping (any fire alarms, etc)

Bullet point answers

Probing answers should be relevant to the question and candidates response and any gaps in their application form you need to clarify.

	Questions	Additional probing questions if required, highlighting any gaps on job application form	Asked by	Score
Q1				
A1				
Q2				
A2				

Q3				
A3				
Q4				
A4				
Q5				
A5				
Q6				
A6				
Q7				
A7				

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Scoring Scheme

- 5) FULLY COMPREHENSIVE, DETAILED RELEVANT EVIDENCED ANSWER
- 4) GOOD ROUNDED ANSWER, SOME RELEVANT EVIDENCE OFFERED
- 3) SATISFACTORY ANSWER, HOWEVER MINIMAL EVIDENCE
- 2) POOR ANSWER, NON RELEVANT / UNCLEAR EVIDENCE
- 1) UNSATISFACTORY ANSWER, NO EVIDENCE

Outcome

Interview Score		Out of 40
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Offered / Reject		
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Any additional information

Feedback

Panel Member Name: _____

Date: _____