

Comprehensive Interview Outline

Date: _____

Position: _____

Candidate Name: _____

Interviewer(s): _____

1. Introduction

- Brief overview of the company
- Purpose of the interview

2. Candidate Background

- Education
- Work experience
- Skills and qualifications

3. Behavioral Questions

- Describe a challenging situation you faced at work and how you handled it.
- Give an example of a time you worked successfully in a team.

4. Technical Skills Assessment

- Relevant technical skills related to the position
- Problem-solving scenarios

5. Cultural Fit

- Alignment with company values
- Interest in the company and role

6. Questions from Candidate

- Allow time for the candidate to ask questions

7. Closing

- Explain next steps in the hiring process
- Thank the candidate for their time