

Step-by-Step Interview Guide

Date: _____

Interviewee Name: _____

Position Applied For: _____

Step 1: Preparation

- Review the candidate's resume and cover letter.
- Prepare a list of relevant questions.
- Ensure a quiet and comfortable interview space.

Step 2: Introduction

Welcome the candidate and introduce yourself.

Explain the purpose and structure of the interview.

Step 3: Questions

General Questions

- Can you tell us about yourself?
- What are your strengths and weaknesses?

Role-Specific Questions

- Why are you interested in this position?
- What relevant experience do you have?

Step 4: Candidate Questions

Allow the candidate to ask their questions about the role and the company.

Step 5: Conclusion

Thank the candidate for their time.

Provide information on the next steps in the hiring process.

Step 6: Post-Interview Evaluation

Notes and Observations: _____