

Interview Guide Template

Position: [Job Title]

Candidate: [Name]

Interview Date: [Date]

Interview Time: [Time]

Interviewer(s): [Names]

Interview Format: [In-person/Video/Phone]

Pre-Interview Preparation (15 minutes before)

- [] Review candidate's resume and application
- [] Review job description and requirements
- [] Prepare interview space/technology
- [] Review company values and culture talking points

Interview Structure (60 minutes total)

Opening (5 minutes)

- Welcome and introductions
- Brief company overview
- Interview process explanation
- Timeline and next steps preview

Experience & Background (20 minutes)

Tell me about yourself and your career journey.

- What to listen for: Career progression, motivation, alignment with role
- Follow-up prompts: What drew you to [previous role/industry]?

Walk me through your experience with [key requirement from job description].

- What to listen for: Specific examples, depth of experience, problem-solving approach
- Follow-up: Can you give me a specific example of when you [relevant situation]?

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What attracted you to this role and our company?

- What to listen for: Research level, genuine interest, cultural fit

Technical/Role-Specific Questions (15 minutes)

[Customize based on role - examples below]

For Management Roles:

- Describe your leadership style and give an example of how you've motivated a team.
- How do you handle conflict within your team?

For Technical Roles:

- Walk me through how you would approach [specific technical challenge].
- What tools/systems have you used for [relevant technical area]?

For Sales Roles:

- Describe your sales process from prospect to close.
- How do you handle objections?

Behavioral Questions (15 minutes)

Tell me about a time you faced a significant challenge at work.

How did you handle it?

- What to listen for: Problem-solving skills, resilience, learning from failure

Give me an example of when you had to work with a difficult colleague or client.

- What to listen for: Emotional intelligence, communication skills, professionalism

Describe a situation where you had to learn something new quickly.

- What to listen for: Adaptability, learning agility, initiative

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Company Culture & Values (10 minutes)

Our core values are [list values]. Which of these resonates most with you and why?

- What to listen for: Alignment with culture, thoughtful response

How do you prefer to receive feedback?

- What to listen for: Coachability, growth mindset

What type of work environment helps you do your best work?

- What to listen for: Fit with company culture and remote/office setup

Candidate Questions (10 minutes)

- "What questions do you have for me about the role, team, or company?"
- Note: Great candidates ask thoughtful questions

Closing (5 minutes)

- Thank candidate for their time
- Recap next steps in process
- Provide timeline for follow-up
- Share contact information for additional questions

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Interview Evaluation

Technical Competence (1-5 scale)

Score: ____/5

- ☐ Exceeds requirements (5)
- ☐ Meets all requirements (4)
- ☐ Meets most requirements (3)
- ☐ Meets some requirements (2)
- ☐ Does not meet requirements (1)

Notes:

Cultural Fit (1-5 scale)

Score: ____/5

- ☐ Perfect alignment (5)
- ☐ Strong alignment (4)
- ☐ Good alignment (3)
- ☐ Some alignment (2)
- ☐ Poor alignment (1)

Notes:

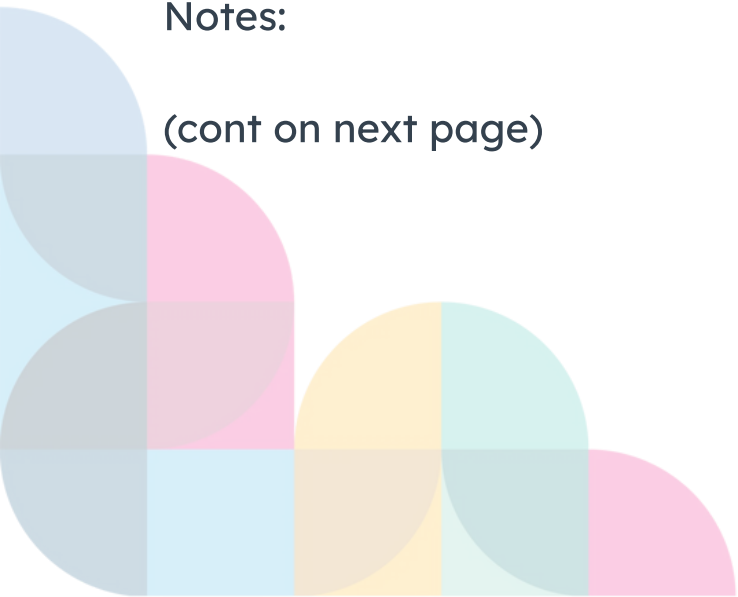
Communication Skills (1-5 scale)

Score: ____/5

- ☐ Exceptional communicator (5)
- ☐ Strong communicator (4)
- ☐ Good communicator (3)
- ☐ Fair communicator (2)
- ☐ Poor communicator (1)

Notes:

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Problem-Solving Ability (1-5 scale)

Score: ____/5

- ☐ Exceptional problem solver (5)
- ☐ Strong problem solver (4)
- ☐ Good problem solver (3)
- ☐ Fair problem solver (2)
- ☐ Poor problem solver (1)

Notes:

Growth Potential (1-5 scale)

Score: ____/5

- ☐ High growth potential (5)
- ☐ Good growth potential (4)
- ☐ Moderate growth potential (3)
- ☐ Limited growth potential (2)
- ☐ No growth potential (1)

Notes:

Overall Assessment

Total Score: ____/25

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Strengths:

-
-

Areas of Concern:

-
-

Recommendation:

- ☐ Strong Yes - Extend offer
- ☐ Yes - Move to next round
- ☐ Maybe - Discuss with team
- ☐ No - Do not proceed

Additional Comments:

Next Steps

- ☐ Share feedback with hiring manager within 24 hours
- ☐ Schedule debrief with interview panel
- ☐ Update candidate status in ATS
- ☐ Send follow-up communication to candidate by [date]

Interviewer Signature: _____ Date: _____

