

## INTERVIEW QUESTIONNAIRE

### Instructions:

- *Greet applicant*
- *Explain the purpose of the interview*
- *Describe the interview plan*

Applicants Name:	
Position Applied For:	
Interviewer 1	
Interviewer 2	
Interview Date	
Interview Time	
Interview Location	

<b>Rating /10</b>
Please describe your main responsibilities in your current position (and previous) Why do you wish to leave your current position (and previous positions)
<b>Rating /10</b>
Why are you interested in this role? What are your expectations of this role?
<b>Rating /10</b>
What is your experience in (tailor the question to the particular role)? SEE INTERVIEW GUIDE for additional sample questions
What would be your availability in terms of start date?
Do you have any holidays booked or any commitments we may need to know about?

What salary expectations do you have for this position?

May we contact your former employers/ managers and ask them about your record of service, your reasons for leaving and any other information they may have about your work performance?

Are there any further questions that you would like to ask?