

Document title



# INTERVIEW GUIDE TEMPLATE

*This interview guide template is a comprehensive guide through an entire interview. It serves as a step-by-step playbook for interviewers, especially useful for structured interviews or panel discussions.*

|                       |                                                                                                     |
|-----------------------|-----------------------------------------------------------------------------------------------------|
| Candidate name        |                                                                                                     |
| Interview date        | <div> Date</div> |
| Deadline for feedback | <div> Date</div> |

## Role overview

Provide a brief description of the role, including key responsibilities and required qualifications.

## Interview structure

### Introductions

Briefly introduce the interviewers and explain the interview process.

**For panel interviews,** clearly define each interviewer's role and the areas they will focus on during the interview.

### Interview Questions

Go through the questions below. Be sure to define the duration and focus of each section.

### Closing

Wrap up with final questions and next steps.



# Interview questions

List interview questions you’d like to ask the interviewee.

## Technical Questions

Assess the candidate's technical skills and expertise.

## Behavioral Questions

Evaluate how the candidate has handled past situations and works with others

## Situational Questions

Present hypothetical scenarios to gauge decision-making abilities.

# Evaluation criteria checklist

Provide a checklist of criteria to evaluate candidates, ensuring a consistent assessment across interviews. In

| Criteria | Score |
|----------|-------|
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## Notes section

Include a space for interviewers to jot down notes and observations.