

Interview #: [Interview#]

Interviewer: [YourName]

Interviewee: [Applicant'sName]

Position: [PositionApplyingFor]

Summary file: [SummaryFile]

Remarks

- Each Interview must last no more than 10 minutes.
- You don't need to ask applicant-specific questions, but you may.
- After the interview, replace all text with a yellow highlight such that there are no yellow highlights after you've filled in this document.

Questions

1. What questions do you have before we begin?
 - [Notes]
2. Describe yourself in the 3rd person.
 - [Notes]
3. Describe your house situation. How many people are there in the house? Who is supposed to do what? Who do you like the most and who do you dislike the most and why?
 - [Notes]
4. What does a perfect day look like for you?
 - [Notes]
5. From what you've learned so far, what is the hardest part of this role?
 - [Notes]
6. Suppose you run a business and employ a few people. Excluding things the person cannot control, what will it take for you to fire someone?
 - [Notes]
7. What's the most compelling reason why you should be hired?
 - [Notes]

Applicant-specific Questions

1. [QuestionSpecificToTheApplicant]

○ [Notes]

Examples of Applicant-specific Questions

1. According to your resume, you haven't held a job position that lasted at least 1 year. Why is that?
 - **When to ask:** If the applicant is not a fresh graduate and if the applicant's resume does not have at least 1 job position that has lasted for at least 1 year.
2. What kept you busy between **[StartDate]** to **[EndDate]**?
 - **When to ask:** If the applicant has at least a 1-year period in his or her resume where he or she was not working or was not in education or training.
 - **[StartDate]** - beginning day of the period when the applicant was not working or was not in education or training.
 - **[EndDate]** - end day of the period when the applicant was not working or was not in education or training.
3. Do you have any professional experience doing **[Skill]**? I'm asking if you were paid to do **[Skill]** and not learning experience or any kind of experience.
 - **When to ask:** If a job position that you are looking for has an integral or critical skill, e.g. a video editor may need to know how to use Adobe Premiere Pro, a Facebook Ads Specialist may need to have used Facebook Business manager, etc.
 - If an applicant has no professional experience performing a skill, it doesn't mean you disqualify the applicant.