

Interview Questions and Rating Guide

Company:
Position:
Interviewer:
Candidate:
Date and time of interview:
Interview Room:

Opening:

- Introductions
- Explain Interview process and how long it will take.
- Review resume and cover letter. Ask about gaps/further clarification

General Question
Sample question:
Notes/Comments:
Scoring Guide: 3 – 2 – 1 –
Knowledge based question
Sample question:
Notes/Comments:
Scoring Guide: 3 – 2 – 1 –

Knowledge based question
Sample question:
Notes/Comments:
Scoring Guide: 3 –



2 –

1 –

Skills and Abilities based question

Sample question:

Notes/Comments:

Scoring Guide:

3 –

2 –

1 –

Skills and Abilities based question

Sample question:

Notes/Comments:

Scoring Guide:

3 –

2 –

1 –

Skills and Abilities based question

Sample question:

Notes/Comments:

Scoring Guide:

3 –

2 –

1 –

Skills and Abilities based question

Sample question:

Notes/Comments:

Scoring Guide:

3 –



2 –

1 –

Skills and Abilities based question

Sample question:

Notes/Comments:

Scoring Guide:

3 –

2 –

1 –

Closing Questions & Information to Give Candidate

We hope to finish interviews by (date). If you are the successful candidate how soon are you able to start?

- Do you have any upcoming time off requests?
- Can you please provide your 2 direct supervisor references and your consent to contact them?
- Do you have any questions?

Do you have any reason you would not be able to fulfill the duties of this position, should it be offered to you?

Candidate's Total Score:

Total Score 20-24: _____ Exceptional candidate

Total Score 15-20: _____ Good candidate

Total Score Below 15: _____ Candidate rejected

Hiring Decision and Justification:

