

Interview Sheet

Candidate Name

Open Position

Today's Date

Interviewer Name

Questions

- Describe your background and experience directly related to this role.
- What's your long-term career goal?
- How do you make decisions when prioritizing tasks?
- Share an example of when time constraints affected your workload.
- How did you deal with it?
- What's your biggest area of improvement (weakness) in the workplace?
- How do you deal with it?
- Are there any restrictions to your availability or ability to perform the job?
- Why do you want this position?
- Why do you believe you're the best candidate for this role?

Strengths

Concerns

Notes

RESULT:

Recommend
For Hire

Not a
Match

More Info
Needed:

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