Interview Template

Date: Click or tap to enter a date.

Recruitment #: Click or tap here to enter text.

Agency/Section: Click or tap here to enter text.

Job Title: Click or tap here to enter text.

Applicant Name: Click or tap here to enter text.

Interviewer’s Name: Click or tap here to enter text.

Type of Interview:  Phone  Virtual  In Person

**Introduction/Summary of Position:** Click or tap here to enter text.

**Did you have an opportunity to review the job description?**

Yes  No

**Do you have any questions about the position as it has been described?**

Yes  No

**Can you perform the essential functions of this position as described?**

Yes  No

**Interview Questions:**

1. Click or tap here to enter text.
2. Click or tap here to enter text.
3. Click or tap here to enter text.
4. Click or tap here to enter text.
5. Click or tap here to enter text.
6. Click or tap here to enter text.

Selective related question if applicable-

1. Click or tap here to enter text.

Does the applicant have any questions for the panel?

Click or tap here to enter text.

***Don’t forget to ask for the completed reference form***