

Interview Guide **Template**

1. Invitation and Briefing

Make sure all candidates who make it to the interview round get the same invitation at the same time, including a briefing of what to expect from the interview.

You can download our company interview invitation template here [insert link to template].

2. Setting the stage

Before the actual interview(s) start, make sure you know:

- Where do you want to interview people?
- Who will be interviewing the candidates?
- If it's a video interview, what's the best place to make the call?

What documents and/or materials should the interviewers have with them during the interview? Think of:

- Identification
- A work sample they had to prepare
- The company's interview guide
- Any other relevant documents or materials

3. Welcome

At the start of the interview, when you welcome the candidate, don't forget to:

- Thank them for coming!
- Tell them about the company, its history, the office; whatever it is your company wants to share with candidates during the interview
- Tell them about the job they're applying for
- Tell them (again) what the interview process will be like today
- Ask them if they have any questions before you get started and if they're comfortable

4. Questions to ask

Ask the questions you have prepared beforehand:

- Use the same questions for each candidate
- Ask them in the same order

5. Candidate questions

Ask the candidate if they have any questions:

- About the job
- About the company
- About the team
- About the hiring process
- About anything else

6. Wrapping up

Before saying goodbye to a candidate, there are a few things you should do:

- Thank them (once again!) for their time
- Tell them what the next steps are; when they will hear from you, how (by email, phone, etc.)
- Ask them who their references are so you can reach out to those people if necessary
- Let them know who they can contact afterwards and how if they have any questions after they leave

7. Scoring

Once the candidate has left, the interviewer should fill in their scores right away since they still have the interview and the applicant's answers fresh in their memory. The exact scoring method and the weight of the various questions will differ per organization and role.