



HIRING MANAGER INTERVIEW FORM

CANDIDATE NAME		CONDUCTED BY	
INTERVIEW DATE		INTERVIEW START TIME	
		INTERVIEW END TIME	
POSITION TITLE		POSITION DEPT	
DESCRIPTION OF POSITION BEING FILLED			
DATE AVAILABLE		SALARY REQUESTED	

Describe a typical day in your job	
What major challenges/problems do you face at your current job? How do you handle them?	
What contributions have you made in your job?	
Why are you leaving your current position?	
Tell me about a time you made a mistake at your job.	
Have you worked within a team? If so, what role or contribution did you add while on that team?	
What do you do for fun?	
Excluding family, what do you consider your greatest accomplishment?	
Do you prefer to work independently or as a team?	
Have you worked within a team? If so, what role or contribution did you add while on that team?	
How would you describe your interpersonal skills? How would you use them to help you in this position?	
What skills or experiences make you the best match for this position?	
What interests you about this job?	

Of the companies you have worked, which did you like the most and why?	
Describe a difficult work situation- how you handled it & the outcome.	
How do you handle pressure & stress at work?	
1. <i>Position Specific Questions</i>	
2.	
3.	
4.	
5.	

	POOR	FAIR	GOOD	EXCELLENT	COMMENTS
WORK EXPERIENCE					
SKILL SET					
PROFESSIONALISM					
ATTITUDE					
EDUCATION					
ENTHUSIASM					

COMMENTS Provide any additional comments to support your assessment and recommendation.			
RECOMMEND FOR HIRE		NOT A MATCH	
INTERVIEWER NAME		TITLE	
SIGNATURE		DATE	