

Candidate Name:		Position:		Date:	
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1. INTRODUCTION

- Welcome the candidate warmly and introduce yourself and your company.
- Explain the interview process clearly:
"We'll discuss your experience, skills, and motivations. You'll also have time to ask questions at the end."
- Set a calm and professional tone to help the candidate feel comfortable.

2. QUESTIONS SECTION

A. Open Questions

Encourage the candidate to share their story in their own words.

- Tell me about yourself.
- What are you most proud of in your career so far?
- What attracted you to this role and to our company?

B. Skills & Competency Questions

Evaluate technical strengths and practical ability.

- What tools or systems do you work with regularly?
- How do you prioritise tasks when deadlines compete?
- Describe a project you led from start to finish – what was the outcome?

C. Behavioural Questions (STAR Method)

Use the Situation–Task–Action–Result framework to assess decision-making and accountability.

SITUATION	TASK	ACTION	RESULT

D. Situational & Cultural Fit Questions

Explore alignment with our company's values and approach to teamwork.

- How would you handle a client concern or complaint?
- How do you manage multiple priorities or deadlines?
- What would you do if a team member missed a critical task?

E. Motivation & Growth

Understand what drives and sustains the candidate.

- What motivates you most at work?
- Describe a team or environment where you've thrived.
- How do you prefer to receive feedback and learn from it?

3. OBSERVATIONS & NOTES

Confidence and professionalism	
Engagement and enthusiasm	
Clarity and consistency of answers	
Accountability and ownership	

Look for authenticity, integrity, and alignment with your company's values.

4. CANDIDATE EVALUATION (Rating 1-5)

Skills / Competence	
Behaviour / STAR	
Motivation / Cultural Fit	
Recommendation:	<input type="checkbox"/> Proceed <input type="checkbox"/> Hold <input type="checkbox"/> Decline

5. CLOSING THE INTERVIEW

- Invite the candidate to ask questions.
- Thank them for their time and interest in your company.
- Explain the next steps in your selection process.

Tip:

A structured, transparent interview creates a positive experience – for both interviewer and candidate.