

Job Interview Question Template



Name of Candidate:	Name of Interviewer:
Job Role Interviewing For:	Time/Date of Interview:

For each question, make notes on the candidate's answers noting anything that shows a very strong answer and anything they could have improved up. Tick or circle to show your rating of their answer for each question.

Tell me a bit about yourself

Score

Needs much improvement	Not very strong	Reasonable answer	Strong answer
------------------------	-----------------	-------------------	---------------

What interests you about the role?

Score

Needs much improvement	Not very strong	Reasonable answer	Strong answer
------------------------	-----------------	-------------------	---------------

Can you tell me about a time you have worked as part of a team?



Score

Needs much improvement	Not very strong	Reasonable answer	Strong answer
------------------------	-----------------	-------------------	---------------

Give an example of a time you had to work independently.

Score

Needs much improvement	Not very strong	Reasonable answer	Strong answer
------------------------	-----------------	-------------------	---------------

What experience do you have that would help you in this role?

Score

Needs much improvement	Not very strong	Reasonable answer	Strong answer
------------------------	-----------------	-------------------	---------------

What are your strengths?



Score

Needs much improvement	Not very strong	Reasonable answer	Strong answer
------------------------	-----------------	-------------------	---------------

What are your weaknesses?

Score

Needs much improvement	Not very strong	Reasonable answer	Strong answer
------------------------	-----------------	-------------------	---------------

Where do you see yourself in 5 years?

Score

Needs much improvement	Not very strong	Reasonable answer	Strong answer
------------------------	-----------------	-------------------	---------------

Communication is a key aspect of this role. Can you explain a bit about why you think communication is an important part of the job?



Score

Needs much improvement	Not very strong	Reasonable answer	Strong answer
------------------------	-----------------	-------------------	---------------

Describe a time when you overcame a difficult situation.

Score

Needs much improvement	Not very strong	Reasonable answer	Strong answer
------------------------	-----------------	-------------------	---------------

Do you have any questions?

Score

Needs much improvement	Not very strong	Reasonable answer	Strong answer
------------------------	-----------------	-------------------	---------------

Overall Notes

What was the candidate's body language like throughout the interview?

Score

Could be improved	Reasonable	Good	Excellent
-------------------	------------	------	-----------

Did the candidate give enough detail for all their answers? Yes/No

Were their examples always clear? Yes/No

Was their greeting/handshake/introduction good? Yes/No

List some of their main interview strengths.

List some areas they could improve in future interviews.