INTERVIEW AGENDA TEMPLATE

DURATION IN MINUTES	TASK
	CANDIDATE INFORMATION COLLECTION
	Completed application for employment
	Collect professional references, resume, and background check authorization forms.
	Disseminate any program specific forms and allow time for completion on site.
	INTRODUCTION
	Welcome candidate(s) and introduce all interview participants by name and position title.
	Allow candidate(s) to introduce themselves.
	Provide a description of the company and explanation of the job.
	Explain the interview process.
	INTERVIEW QUESTIONS
	Questions of a personal rapport nature
	Job specific inquiries
	Time management / teamwork / problem solving
	DISCUSSION OF POSITION PARTICULARS
	Discuss any required skills, familiarity with specific equipment, tools, software, etc.
	Work Schedule expectations
	Physical capability requirements
	Candidate salary expectations
	Available start date
	Allow applicant to pose any questions they may have.
	CONCLUSION
	Verify receipt of all pertinent applicant information.
	Provide contact information should applicant have further questions.
	Description of how a decision will be communicated and an expected date of decision.
	Thank the applicant for their time.
	EVALUATION; Discussion of Interview Observations
TOTAL TIME IN MINUTES	