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A ROCK SOLID

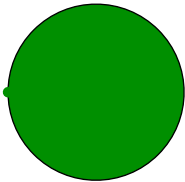
# Interview Template

And Guided Framework  
For Hiring Managers And Employers



# IS THIS GUIDE RIGHT FOR ME?

Not quite sure if this guide is right for you? See if you fit into one of the audience groups below to decide if your role matches the content you're about to read.

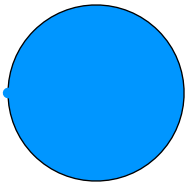


## BUSINESS OWNER / FOUNDER

You're the primary decision maker, involved in almost all stages of the hiring and managing process. You have P&L responsibility, either across your entire business or within a business unit.



*This one's for you!*

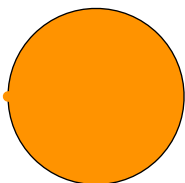


## HR / INTERNAL RECRUITER

You lead the HR or internal function in your organization. You work with line managers to attract and retain the talent needed across your business.



*This one's for you!*



## EXTERNAL RECRUITER

You are a domain expert, engaged to advise and assist clients in the recruitment process. You may work on a project basis, or be engaged longer-term.

## RecruitLoop's marketplace of verified recruiters and online recruiting platform

**...gives employers a smarter way to hire.**

- ▶ **Find expert recruiters** working at hourly rates
- ▶ **Interview candidates online** with recorded video interviews
- ▶ **Save 80% cost** compared to recruitment agencies



**Meet  
Recruiters**

**See How It  
Works**



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INTRODUCTION

INTERVIEW TEMPLATE - GUIDED EXAMPLE

INTERVIEW TEMPLATE - BLANK



## INTRODUCTION

For anyone looking to recruit staff, running the actual interview process can often become an extremely frustrating and time consuming task.

It's the time when you actually meet your short-listed candidates for the first time and the first chance for you to promote your vacancy and your business.

## Preparing for the interview

Any guide designed for candidates will highlight the importance of being well prepared for a job interview.

It's no different for the hiring manager or person responsible for interviewing candidates for an organization. You can't walk in unprepared and expect to run a professional interview.

Explain to the candidate how the interview will work. Even go so far as to mention that you will be taking notes. While this might seem totally obvious to you, it really helps candidates get comfortable and mentally prepare before the "interrogation" begins.

## Running a structured interview

Most interviews last less than an hour, so it's critical you make the most of this time in terms of the information you're able to extract from your candidate, as well as the positive impression you are able to convey to the candidates sitting opposite you.

This can be achieved by collecting, confirming and clarifying as much information as possible through thorough questioning.

So, how to conduct a structured interview to help make a consistent decision every time?

**Use the template in this document to prepare and conduct your interviews, for a consistent process every time.**

# Interview Notes

GUIDED EXAMPLE

Date: .....

Candidate: Clint Eastwood

Role: Professional Speechmaker

Interviewer: Paul Slezak, RecruitLoop

Current Salary: .....

Available From: Immediately

## Agenda

Take 5 minutes to upfront to:

- Confirm the agenda and timing
- Get them to tell you a bit about themselves
- Make sure they are relaxed and comfortable.

## CV Review

In ~5 minutes:

- Collect any extra information on past roles
- Confirm employment dates and reasons for leaving
- Clarify any gaps or other missing info.

## Behavioral Questions

**Your interview should focus on deep behavioral-based questions.**

- Select your questions prior to the interview
- Avoid asking open ended or leading questions
- Ensure the candidate talks directly about their past experience
- Use their response to dig deeper into behavior, decisions and motivation.

**Assess the quality of responses using a simple framework - STAR:**

**S**ituation

**T**ask

**A**ction

**R**esult

**[Here are 75 example questions to help you get started.](#)**

## Additional Questions

Other questions to consider:

- Why are you **really** sitting here today?
- What are you ideally looking for in your next position?
- What salary are you on currently?
- Who else is involved in your decision-making process?
- How will your manager react when you resign?

## Details of Role and Organization

Share more about the company and role.  
Make note of any questions they ask.

## Referees

Confirm the details of their referees.

## Overall Assessment

	Poor	Fair	OK	Good	Excellent
Level of preparation	XX				
Relevant prior experience					XX
Relevant qualifications / training				X	
General interest in company and role				X	
Attitude and motivation			X		
Communication / listening skills		X			
Cultural fit	XX				

## Final Comments

Signature: .....

## Next Steps

Cover any next steps, and whether you recommend they progress to the next round.

# Interview Notes

Date: .....

**Candidate:** .....

Role: .....

Interviewer: .....

Current Salary: .....

Available From: .....

## Agenda

## CV Review

## Behavioral Questions



## Additional Questions

## Details of Role and Organization

## Referees

## Overall Assessment

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## Final Comments

## Next Steps

Signature: .....



# TRY A SMARTER WAY TO HIRE

Outsource to verified recruiters at hourly rates. Save hours of time and 80% in cost.

**POST YOUR PROJECT FREE!**



Paul Slezak  
Cofounder, RecruitLoop