

Interview Planning Worksheet

Step 1: Establish Rapport

Set the stage; put the applicant at ease; briefly explain the interview process.

Example:

Hi, Alex. My name is [your name]. Please have a seat. Would you like anything to drink? I want to explain that my goal for this interview is to focus solely on learning about your talents. I'll be asking questions and giving you lots of opportunities to share about yourself. A little later, I'll provide a brief description of the job.

What I will say for Step 1:

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Step 2: Ask open-ended questions

Design questions to elicit a variety of possible responses; identify top-performer responses; let the applicant talk (follow the 80%/20% rule).

Example:

I'd like to find out more about you, Alex, through a series of questions. Let's look first at the area of working in general. What do you enjoy most about working? What is it you seek in a job? What are some of the things in a job that are important to you?

Questions I will ask in Step 2:

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Step 3: Listen for specifics

Listen for responses detailing past experiences, specific examples (by time, person, or event), and "off-the-top-of-the-head" thoughts/ideas.

Step 4: Describe the position

Keep it brief; focus on critical functions of the job in which high performance is essential.

Example:

The position of film director involves visualizing and breaking down elements of a script or scene and communicating that vision to the actors and crew. It also entails translating that vision into the acting and camera work. Bottom line, the job of a film director is to create an effective film by bringing a written script to life visually.

What I will describe in Step 4:

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Step 5: Close on a positive note

Summarize the interview; indicate the next action(s) to be taken; thank the applicant.

Example:

My goal for this interview was to explore your many talents, which I will evaluate to see how they fit with the requirements of the job. I want to be sure I've allowed you ample opportunity to share. What else might there be that you want me to know? [Pause.] My next step is to finish the interview process for all applicants by [date] and then make a decision by [date], unless the need for second interviews arises. You can expect to hear from me no later than [date] concerning my decision. Thank you, Alex, for expressing an interest in this position.

How I will close in Step 5: