

INTERVIEW 1 TEMPLATE

Provide candidates with the Company information (annual reports, brochures etc) and Position Description (optional) to read before commencing the interview. Ask candidates to complete Application Form prior to interview.

Candidate Name: _____ Date: _____

Interviewers: _____

	INTERVIEW PROCEDURE	TIME TAKEN
1.	Welcome	<i>2 mins</i>
2.	Interview introduction and structure/Ice breaker	<i>5 mins</i>
3.	Company information <ul style="list-style-type: none">• History• Organisation structure• Market and competitors• Direction	<i>5 mins</i>
4.	Position Overview (detail optional)	<i>5 mins</i>
5.	Review of experience/education <ul style="list-style-type: none">• Responsibilities and accountabilities• Project achievements• Salary/remuneration for current and past positions	<i>10-15 mins</i>

	INTERVIEW PROCEDURE	TIME TAKEN
6.	Interview questions based on selection criteria	<i>15-25 mins</i>
7.	Closing interview questions	<i>10 mins</i>
8.	Position overview (if not covered at commencement of interview)	
9.	Questions from candidate - Record questions asked	<i>10 mins</i>
10.	Sum-up <ul style="list-style-type: none"> • Reiterate what the process will be from here and timing • Ask candidates to provide originals/certified copies of qualifications at Interview 2 • Thank candidates for their time • Request return of Position Description 	

