

Start the interview with an ice breaker:	How are you doing ? Is it a good time to talk ? Do you have all you need for the interview ?
Then set the interview format	This is a 1 hour interview. I'll save the last 20 minutes for you to ask questions, it is important to us to be transparent. I will be typing but I am not working or Slack'ing (don't do that), I am taking notes to help me organise what we discussed.
Ask how the candidate got where they are, a quick summary	Start asking how the candidate got there they are, what they consider are the important things that their resume won't describe properly.
Be conscious of time	Then pick 3 to 5 Questions From the next tabs, take notes, let the interview flow but bring it back. It is ok to interrupt to keep the interview productive.
Stop at the 35m mark	Ask the candidate about their question. Be prepared for candidates that won't have questions so use the time to ask questions they should have asked as "Will I be on call ?" "How about company growth ?" "Do you allow remote work ?" are good questions.
Last question (Personal choice, you can skip it)	I like to ask "What do you want to do" and listen. Sometimes it is career, sometimes is relocation, sometimes is a mission. Good to listen and ask for clarification.
Wrap up	Thank the candidate and remind them that it is ok asking questions later if needed. Point them to the next step "X will call you to follow up". Do follow up.