

CANDIDATE NAME			POSITION APPLIED FOR	
INTERVIEWER(S)			INTERVIEW DATE	
<b>I- PRE - INTERVIEW PREPARATION</b>				
<input type="radio"/> Reviewed Job Description	<input type="radio"/> Reviewed Candidate's Resume	<input type="radio"/> Prepared Interview Questions		
<b>II- INTERVIEW INTRODUCTION</b>				
<input type="radio"/> Introduced Interviewer(s) and Role	<input type="radio"/> Provided Overview of the Role and Company	<input type="radio"/> Prepared Interview Questions		
<b>III - BEHAVIORAL AND SITUATIONAL QUESTIONS</b>				
<b>WORK EXPERIENCE &amp; SKILLS</b>	<input type="radio"/> Asked about relevant past roles	<input type="radio"/> Explored how previous experience relates to the position	<input type="radio"/> Notes: _____	
<b>PROBLEM-SOLVING &amp; INITIATIVE</b>	<input type="radio"/> Asked about solving problems or	<input type="radio"/> Notes:	_____	
<b>TEAMWORK &amp; COLLABORATION</b>	<input type="radio"/> Asked about working in a team and contributing to team success	<input type="radio"/> Notes:	_____	
<b>CONFLICT RESOLUTION</b>	<input type="radio"/> Asked about resolving conflicts at work	<input type="radio"/> Notes:	_____	
<b>IV - TECHNICAL SKILLS &amp; KNOWLEDGE</b>				
<b>PRACTICAL SKILLS</b>	<input type="radio"/> Assessed candidate's technical expertise related to the role	<input type="radio"/> Notes:	_____	
<b>TASK SIMULATIONS/ROLE PLAY</b>	<input type="radio"/> Candidate demonstrated how they would perform a key task	<input type="radio"/> Notes:	_____	
<b>V - WORK ETHIC &amp; ATTITUDE</b>				
<b>WORK HABITS</b>	<input type="radio"/> Inquired about punctuality, task prioritization, and reliability	<input type="radio"/> Notes:	_____	
<b>MOTIVATION</b>	<input type="radio"/> Asked about why the candidate is interested in this position	<input type="radio"/> Notes:	_____	
<b>CULTURAL FIT</b>	<input type="radio"/> Explored candidate's preferred work environment	<input type="radio"/> Notes:	_____	
<b>VI - JOB FIT &amp; CAREER GOALS</b>				
<b>CAREER GOALS</b>	<input type="radio"/> Discussed candidate's long-term goals and alignment with the company	<input type="radio"/> Notes:	_____	

<b>UNDERSTANDING OF THE ROLE</b>	<input type="radio"/> Ensured candidate understands role requirements and challenges	<input type="radio"/> Notes: _____
<b>VII - CANDIDATE'S QUESTIONS</b>		
<input type="radio"/> Allowed candidate to ask questions	<input type="radio"/> Evaluated quality of questions (interest level, preparation)	<input type="radio"/> Notes: _____
<b>VIII - CLOSING THE INTERVIEW</b>		
<input type="radio"/> Explained next steps in the hiring process	<input type="radio"/> Thanked candidate for their time	<input type="radio"/> Notes: _____
<b>XI - POST-INTERVIEW EVALUATION</b>		
<b>Overall Impression of Candidate</b>	<input type="checkbox"/> Strong Fit <input type="checkbox"/> Moderate Fit <input type="checkbox"/> Not a Fit	
Strengths: _____		
Areas for Improvement: _____		
<b>Recommendation</b>	<input type="checkbox"/> Move to Next Round <input type="checkbox"/> Hire <input type="checkbox"/> Do Not Hire	
Final Comments: _____		