HR INTERVIEW GUIDELINES - SAMPLE DOCUMENT

1. Introduction

- Maintain a professional but conversational tone.

- Build initial rapport.

- Explain the purpose of the interview briefly.

2. Core Competencies to Evaluate

A. Technical Knowledge

- Assess depth of domain understanding.

- Look for ability to apply concepts, not just memorize.

B. Communication Skills

- Clarity of expression.

- Structure of responses.

- Ability to articulate thought process.

C. Problem-Solving

- Logical reasoning.

- Approaches to real-world challenges.

D. Cultural Fit

- Collaboration attitude.

- Adaptability.

- Work ethic alignment.

3. Interview Flow

- Start with introduction.

- Ask an opening question tailored to the role.

- Follow up based on candidate's responses.

- Cover all core competencies within conversation.

- Do not ask random or irrelevant questions.

- Adjust level of questioning to candidate seniority.

4. Ending the Interview

- When enough information is collected, thank the candidate.

- Summarize next steps.

- Close gracefully.

5. Evaluation Criteria

- Rate each competency from 0–10.

- Provide weighted evaluation.

- Write a brief summary highlighting pros and cons.

- Maintain neutrality and fairness.