# Applicant’s Interview Notes Form

## Interview Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Applicant** **Name**: |  | **Date**: |  | **Time**: |  |

|  |  |
| --- | --- |
| **Interviewer I Name**: |  |

|  |  |
| --- | --- |
| **Title:** |  |
| **Interviewer** **II Name**: |  |
| **Title**: |  |

|  |  |
| --- | --- |
| **Position**: |  |
|  |  |

## Instructions

*To ensure a fair and consistent evaluation process, all interview panel members must adhere to a structured approach. Begin by asking each candidate the same set of interview questions, maintaining uniformity and fairness throughout the process. During the interview, each panel member should take detailed notes on a separate sheet for each candidate's responses.* ***After the interview****, rate each candidate's response to every question on a scale from 1 to 5. A score of 1 indicates a poor response that lacks relevance or understanding, a 3 demonstrates an average response, and a score of 5 signifies an excellent response that is detailed, compelling, and demonstrates deep understanding. Support each rating with written notes. Each question is assigned a specific weight based on its importance. After rating each question, multiply the score by the question’s weight to calculate the weighted score. Once all questions have been rated and their weighted scores calculated, sum the weighted scores to obtain the candidate's total score. This total score will be used to compare candidates and assist in making a final hiring decision.*

## Interview Questions

|  |  |  |  |
| --- | --- | --- | --- |
| Question | Weight | Rating | Score |
| 1. Tell me about your professional background and how it relates to the position. | 2 |  |  |
| 1. This is a sample/placeholder interview question that should be edited and tailored toward the specific position. | 4 |  |  |
| 1. This is a sample/placeholder interview question that should be edited and tailored toward the specific position. | 4 |  |  |
| 1. This is a sample/placeholder interview question that should be edited and tailored toward the specific position. | 3 |  |  |
| 1. This is a sample/placeholder interview question that should be edited and tailored toward the specific position. | 4 |  |  |
| 1. This is a sample/placeholder interview question that should be edited and tailored toward the specific position. | 3 |  |  |
| 1. This is a sample/placeholder interview question that should be edited and tailored toward the specific position. | 4 |  |  |
| 1. This is a sample/placeholder interview question that should be edited and tailored toward the specific position. | 3 |  |  |
| 1. This is a sample/placeholder interview question that should be edited and tailored toward the specific position. | 5 |  |  |
| 1. This is a sample/placeholder interview question that should be edited and tailored toward the specific position. | 2 |  |  |

## Additional Notes