Company Interview Sheet

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| --- | --- | --- |
| **Name:** | | **Job title:** |
| **Company:** | | **Date:** |
| **Question** | **Qualification** | **Weight**  *(0-3)* |
| 1 | Subject-matter expertise “A” | 1 |
| 2 | Subject-matter expertise “B” | 1 |
| 3 | Subject-matter expertise “C” | 2 |
| 4 | Skill #1 – (EX. People Skills) | 1 |
| 5 | Skill #2 – (EX. Conflict Resolution) | 2 |
| 6 | Skill #3 - (EX. Management) | 1 |
| **Comments:**  *Any additional comments about the vacancy you’d like to mention please write here.* | | |

***\*\*weight:* the weight of a qualification is how important the qualification is to the vacancy. With 0 being the least important and 3 being the most important.**

# Paperwork Required:

Please state the required paperwork the candidate needs to have upon being hired.

# Salary and Benefits:

Please state the and benefits the candidate will acquire upon being hired.

**Questions**

In the section below please mention the questions technical questions you’d like the candidate to be asked regarding the vacancy.

# Question 1:

(State the interview question here.)

# Notes\* for question 1:

Please mention any points regarding your question and answer.

# Question 2:

(State the interview question here.)

# Notes\* for question 2:

Please mention any points regarding your question and answer.

# Question 3:

(State the interview question here.)

# Notes\* for question 3:

Please mention any points regarding your question and answer.

# Question 4:

(State the interview question here.)

# Notes\* for question 4:

Please mention any points regarding your question and answer.

# Question 4:

(State the interview question here.)

# Notes\* for question 4:

Please mention any points regarding your question and answer.