

Job Interview Worksheet

You've reviewed job applications and chosen your qualified candidates. Now, it's time for the interviews. Be prepared, and plan your questions in advance. Use this worksheet to develop a list of questions to ask each candidate for the job. Remember, it's always best to ask the same questions of all candidates so you can make a fair comparison.

Job Experience

- 1.
- 2.
- 3.

Job Skills

- 1.
- 2.
- 3.

Education

- 1.
- 2.
- 3.

Training/Certifications

- 1.
- 2.
- 3.

Time-management Skills

- 1.
- 2.
- 3.

Managerial Skills

- 1.
- 2.
- 3.

People Skills

- 1.
- 2.
- 3.

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Problem-Solving Skills

- 1.
- 2.
- 3.

Job Accomplishments

- 1.
- 2.
- 3.

Strengths/Weaknesses

- 1.
- 2.
- 3.

Interest In Your Company

- 1.
- 2.
- 3.

Attitude

- 1.
- 2.
- 3.

Other

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.