

BRIEF INTERVIEW FORM

CANDIDATE NAME		CONDUCTED BY	
INTERVIEW DATE		INTERVIEW START TIME	INTERVIEW END TIME
Job Description		Approved Recruitment Number	
DESCRIPTION OF POSITION BEING FILLED			
DATE AVAILABLE		SALARY REQUESTED	

QUESTION	RESPONSE / COMMENTS
PERSONAL RAPPORT	
How did you learn of the open position?	
What attracted you to this career opportunity?	
How does this opportunity fit your long-term career goals?	
EDUCATIONAL BACKGROUND	
Highest level of education received	
Names of institutions attended and degrees earned	
Do you have any other education or training relevant to the position?	
EMPLOYMENT BACKGROUND	
Current / most recent employer	
Major responsibilities	
Describe experience directly related to the available position: accomplishments, strengths, etc.	
Describe experience indirectly related to the position: How does this make you a good candidate?	
Favorite aspects of current / most recent position	
Least favorite aspects of the position	
JOB-SPECIFIC INQUIRIES	
TIME MANAGEMENT: How do you make decisions when prioritizing tasks? Tell us about an experience where time management was a factor and how you dealt with a tight or fluctuating project timeline.	
TEAMWORK: Do you have experience working alone or as part of a team? How have others been affected by your work? Describe a task or project completed as part of a team – describe your role and any challenges.	
PROBLEM SOLVING: Describe an instance of overcoming a problem and what was learned from this experience.	
EQUIPMENT / TOOLS / SOFTWARE: Are you familiar and comfortable with the resource requirements? Please assess your skill level and describe the most complex work previously completed with these tools.	

WORK SCHEDULE: Are there any restrictions to your working availability?

SALARY: What are your salary expectations?

QUESTIONS FOR THE INTERVIEWER: Do you have any questions regarding the company or the available position?

Why do you believe you are the best candidate for this position? How does this position fit with your long-term goals?

	POOR	FAIR	GOOD	EXCELLENT	COMMENTS
WORK EXPERIENCE					
SKILL SET					
PROFESSIONALISM					
ATTITUDE					
EDUCATION					
ENTHUSIASM					
COMMENTS Provide any additional comments to support your assessment and recommendation.					
RECOMMEND FOR HIRE			NOT A MATCH		
DECISION NOT YET MADE					
INTERVIEWER NAME		TITLE		SIGNATURE	DATE

Document Approval:	Usama Alamoudi (CEO)		
Approval Signature & Release Date:		Date:	1/1/2021