



Interview Preparation Form

To prepare for a hiring interview, review the job profile and make a list of the key responsibilities and tasks of the job, associated training and/or experience, and personal attributes required to do the job well. For each of the areas you need to explore with the candidate, prepare several questions in advance. After the interview, rate the candidate in each of the key areas on the Decision-Making Tool.

Job Title:	
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Key Responsibilities and Tasks	Related Training and/or Experience
1.	1.
2.	2.
3.	3.
4.	4.

Personal Attributes to Look for:

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Key Areas to Explore		Questions	Remarks
Education	1.		
	2.		
	3.		
Previous Experience	1.		
	2.		
	3.		
Job Accomplishments	1.		
	2.		
	3.		
Skills and Knowledge	1.		
	2.		
	3.		
Personal Attributes	1.		
	2.		
	3.		
Previous Appraisal or Rating	1.		
	2.		
	3.		