### **Employer Interview Sheet**

### **Employer Interview Sheet Format**

* **Employer Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Date of Interview:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Interviewer:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Position:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1. Company Information:**

* **Company Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Industry/Field:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Job Description:**

* **Role/Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Key Responsibilities:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Expectations for the Role:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Candidate Fit:**

* What qualifications and experience are most important for the position? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* What kind of personality traits do you prefer for candidates? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. Interview Process:**

* What do you typically assess during interviews? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* How do you evaluate cultural fit? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5. Candidate Selection:**

* What makes a candidate stand out during the hiring process? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* What red flags do you look for when interviewing candidates? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**6. Closing Remarks:**

* Do you have any advice for candidates? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Any other comments or thoughts? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_