

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? _____