### **Candidate Interview Sheet**

### **Candidate Interview Sheet Format**

* **Candidate Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Date of Interview:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Interviewer:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Position Applied For:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1. Personal Information:**

* **Contact Information:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Availability (Start Date):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Qualifications & Skills:**

* **Education Level:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Relevant Certifications or Training:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Technical Skills:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Soft Skills:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Experience:**

* **Previous Job Titles and Employers:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Key Responsibilities in Previous Roles:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Notable Achievements:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. Job Fit:**

* Why do you think you're a good fit for this role? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* What are your strengths and areas for improvement? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5. Cultural Fit:**

* How do you handle stress or pressure? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Describe a time when you worked well in a team or faced a conflict. How did you resolve it? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**6. Closing Remarks:**

* Why do you want to work for our company? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Any other questions or comments? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_