

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? _____