

Interview template

Use this template to record questions asked and the weighting and rating of answers received. Give each of your questions a weighting factor, i.e., 3 = Critical, 2 = Important, 1 = Helpful. Consider the answers given by each person and rate their responses, i.e., 3 = Expert, 2 = Average, 1 = Poor, 0 = No Evidence. Rankings can be calculated for each person.

Details				
Applicant's name				
Skill-based questions	Weighting	Rating	Total	Notes
1.				
2.				
3.				
4.				
Personality-based questions				
1.				
2.				
3.				
4.				
Questions asked by applicant				
1.				
2.				
3.				
4.				
Total				
Ranking				

Details				
Applicant's name				
Skill-based questions	Weighting	Rating	Total	Notes
1.				
2.				
3.				
4.				
Personality-based questions				
1.				
2.				
3.				
4.				
Questions asked by applicant				
1.				
2.				
Total				
Ranking				

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