



RECRUIT AND INTERVIEW THE RIGHT TEAM FOR YOUR BUSINESS

INTERVIEW SHEET

To help conduct a professional-style interview, have a go at completing the table below as you listen to the interviewee's responses to your questions.

When you hear the interviewee demonstrate a skill, tick the corresponding box and make a note of the evidence that you hear in the evidence column.

Once you have asked your interviewee all the questions, share your feedback with them so that they can see which skills they have demonstrated and the ones they need to show evidence for next time.

If time allows, swap around so that they can give you feedback on your interview technique too.

Enjoy the challenge!

INTERVIEWEE'S RESPONSE DEMONSTRATED	EVIDENCE	✓
Communication skills (e.g. listening, speaking clearly, enthusiastic)		
Problem solving skills (e.g. keeping calm under pressure, logical thinking)		
Self belief (e.g. motivation, resilience, positive attitude)		
Team work skills (e.g. meeting shared goals, working with others)		
Self management (e.g. organisation, arrived on time)		
Confident body language (e.g. made eye contact, sat up straight, shook your hand)		
Overall STAR technique (gave examples structured by situation, task, actions, result)		

On a scale of 1-5, how closely did the candidate match the person specification of the job role you were interviewing them for? (1 – Unprepared, 2 – Only one or two skills demonstrated, 3 – Prepared but two or more skills missing, 4 – Almost all skills demonstrated, 5 – Great fit for the role)