

# Interview Outline

## For Outlining the Recruitment Interview

This form is used to guide managers through the interview and assist them in setting and managing the questions being asked. It provides a checklist of good practice suggestions and a standard approach that can be used as required.

### Campaign Details

Job Title			
Service Area		Ref. Number	

### Interview Day Process

- Welcome the candidate, show to seat and offer refreshment / water.
- Introduce the panel and their roles
- Explain that you will be taking notes and so may not always give eye contact
- Provide an overview of the recruitment process e.g. ask if the test went well
- Provide overview of team and role that they are applying for

### Interview Questions

No.	Question	Panel Member

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### Additional Information

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### Closing the interview

- Thank candidate for their answers
- Ask if the candidate has any questions and answer these if possible
- Inform the candidate of next steps and when they will get the result of the interview
- Confirm contact details for the results of the interview