

## INTERVIEW PROCESS SHEET

### Interview Process

When is the interview:	
How many interview stages will there be:	
Where are the interviews being held:	
Who will be in the interview: (name, job title, personality, history with the company)	
Who will lead the interview(s):	
How long will the interview(s) be:	
What is the format / structure of the interview(s):	
What does the candidate need to bring:	
Will there be any tests?	Yes / No
	What type of tests:
	What are the tests for:
How will the tests affect the hiring decision:	
Who makes the final decision: (can I speak to them also)	
When will a decision be made:	
Any other information:	

### **Competitor Analysis**

How many candidates are you interviewing:	
Are the other candidates through a recruitment agency: (which agencies)	
Are any of the other candidates internal candidates:	
On paper, who is your favourite candidate?	
Any other information:	