**Interview Questions Template**Interviewer’s Name: Click here to enter text.

**INSTRUCTIONS** This form is used by hiring supervisors /hiring committees to develop interview questions. The same questions will be asked of all the applicants interviewed. There may be as many questions as deemed necessary. Space is provided below for up to seven questions. Add or remove question boxes as needed. Record the questions and the anticipated answer(s) before the interview begins. During the interview, transcribe the applicant’s answers. Make sure to document all answers. This can be done by all members of the hiring committee or one person. After the interview is conducted, go back and score each question and calculate the overall score.

**RECORDS RETENTION SCHEDULE** Maintain documents in accordance with the respective retention periods in the System Records Retention Schedule.

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| Applicant’s Name Click here to enter text. | Date Click here to enter text. |
| Posting Number Click here to enter text. | Score Click here to enter text. |

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| **Question 1:** Click here to enter text. |
| **Anticipated Answer(s):** Click here to enter text. |
| **Applicant’s Answer:** Click here to enter text. |
| **Score:** [ ] 5 = Outstanding [ ]  4 = Excellent [ ]  3 = Good [ ]  2 = Fair [ ]  1 = Poor [ ]  0 = No Answer |

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| **Question 2:** Click here to enter text. |
| **Anticipated Answer(s):** Click here to enter text. |
| **Applicant’s Answer:** Click here to enter text. |
| **Score:** [ ] 5 = Outstanding [ ]  4 = Excellent [ ]  3 = Good [ ]  2 = Fair [ ]  1 = Poor [ ]  0 = No Answer |

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| **Question 3:** Click here to enter text. |
| **Anticipated Answer(s):** Click here to enter text. |
| **Applicant’s Answer:** Click here to enter text. |
| **Score:** [ ] 5 = Outstanding [ ]  4 = Excellent [ ]  3 = Good [ ]  2 = Fair [ ]  1 = Poor [ ]  0 = No Answer |

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| **Question 4:** Click here to enter text. |
| **Anticipated Answer(s):** Click here to enter text. |
| **Applicant’s Answer:** Click here to enter text. |
| **Score:** [ ] 5 = Outstanding [ ]  4 = Excellent [ ]  3 = Good [ ]  2 = Fair [ ]  1 = Poor [ ]  0 = No Answer |

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| **Question 5:** Click here to enter text. |
| **Anticipated Answer(s):** Click here to enter text. |
| **Applicant’s Answer:** Click here to enter text. |
| **Score:** [ ] 5 = Outstanding [ ]  4 = Excellent [ ]  3 = Good [ ]  2 = Fair [ ]  1 = Poor [ ]  0 = No Answer |

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| **Question 6:** Click here to enter text. |
| **Anticipated Answer(s):** Click here to enter text. |
| **Applicant’s Answer:** Click here to enter text. |
| **Score:** [ ] 5 = Outstanding [ ]  4 = Excellent [ ]  3 = Good [ ]  2 = Fair [ ]  1 = Poor [ ]  0 = No Answer |

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| **Question 7:** Click here to enter text. |
| **Anticipated Answer(s):** Click here to enter text. |
| **Applicant’s Answer:** Click here to enter text. |
| **Score:** [ ] 5 = Outstanding [ ]  4 = Excellent [ ]  3 = Good [ ]  2 = Fair [ ]  1 = Poor [ ]  0 = No Answer |

***[Copy and paste more questions boxes here as needed.]***

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| **NEED HELP?**Recruitment & Workforce PlanningPhone (979) 845-5154 | jobs@tamu.edu  |