



Interview Questions Guide

Interviewer's Name: _____

INSTRUCTIONS This form is used by hiring supervisors to develop interview questions. The same questions will be asked of all the applicants that you interview. You may have as many questions as you deem necessary. Space is provided below for up to seven questions. You may add or remove question boxes as needed. Record the questions and the anticipated answer(s) before you begin your interviews. During the interview, you can transcribe the applicant's answers. After the interview is conducted, then you may go back and score each question and calculate the overall score.

RECORDS RETENTION SCHEDULE [System Regulation 33.99.01: Employment Practices](#): Maintain employment applications and other relevant data on ALL job applicants who are NOT hired for *two* years. Employment applications and relevant data on hired applicants should be kept throughout their employment AND for *five* years after employment terminates.

Applicant's Name	Date
Position	Requisition #

Question 1:

Applicant's Answer:

Question 2:

Applicant's Answer:



Applicant's Name	Date
Position	Requisition #

Question 3:
Applicant's Answer:

Question 4:
Applicant's Answer:

Question 5:
Applicant's Answer:

Question 6:
Applicant's Answer:



Applicant's Name	Date
Position	Requisition #

Question 7:
Applicant's Answer:

Question 8:
Applicant's Answer:

Question 9:
Applicant's Answer:

Question 10:
Applicant's Answer: