[Insert organisation name/logo]

# INTERVIEW QUESTIONS TEMPLATE

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Position name** | |  | | | |
| **Position details** | | **[Insert position details for example, full time, 38 hrs. per week for 2.5 years.]** | | | |
| **Applicant’s name** | |  | | | |
| **Date** | |  | | **Time** |  |
| **Selection panel** | | | | | |
| **No** | **Name** | | **Position** | | **Organisation** |
| **1** |  | |  | |  |
| **2** |  | |  | |  |
| **3** |  | |  | |  |

### Interview questions

***🖌Note\****

*The following questions are only a guide and specific questions regarding to the selection criteria and position description should be incorporated.*

*\*Please delete note before finalising this document.*

1. What skills and qualities could you bring to the **[insert position name]** position and to the organisation?
2. What would you be aiming to achieve during your time at **[insert position name]**?
3. If you were asked to undertake a **[insert main activity of the role e.g. manage a client crisis]**, explain how would you do it and the key phases/processes involved.
   1. Provide an example of when you have done this.
4. Describe your understanding of working in a team and the benefits and challenges of this?
   1. Provide an example of your team work.
5. Describe a difficult work situation and how you overcame it
6. Describe a time when your workload was heavy and how would you managed competing priorities and workloads?
7. What interests you about this job?

### Questions from the interviewee