

Selection Interview Preparation Worksheet

What is the nature of the job?

What are the skills necessary for the job?	What are the abilities necessary for the job?	What knowledge is necessary for the job?

Selection Interview Questions:

1.

2.

3.

4.

5.

Selection Interviewing Check List

Are the questions legal? yes no

Are the questions hypothetical and behavioral questions? yes no

Does the candidate seem to have a prepared answer to the questions? yes no

When will we follow up with the candidate? _____

How will we follow up with the candidate? by telephone by email by mail

Did we follow up with the candidate? yes no