

Interview Template

Leader, Not a Boss

The interview template serves as a guideline to assist you in conducting a structured interview. Feel free to customize it according to your specific needs.

How to the template?

NOTE: Before initiating the interview process, take a moment to introduce yourself. Share your name, your role within the company, and offer a brief overview of the organization. This introductory step helps create a welcoming environment and provides the candidate with a better understanding of who you are and the context of the interview.

- **Opening questions:**
 - The intention is to create a positive atmosphere during the interview, allowing you to delve deeper into the candidate's background and understand their motivation for the role.

- **Behavioral / situational question:**
 - Questions are designed to assess how a candidate behaved in specific situations.
 - The suggestion is to select question from Collaboration, Team Leadership, Results and Projects, Improvement, and Self-awareness areas. Depending on the role the candidate has applied for, it may be beneficial to focus on a specific area.
 - When posing behavioral or situational questions, it is advisable to ask follow-up questions and delve deeper into the topic to truly understand the candidate's actions.
 - As the questions are broad, the advice is to provide remarks for each one, as it will be helpful later when making the final decision.

- **Closing question:**
 - The closing questions should be employed to gain insights into the candidates' intentions beyond this position and to understand where the candidate envisions their future development.
 - Take advantage of this opportunity to learn about the candidates' activities outside of work.

- **After the interview**
 - After the interview is concluded, allocate some time to write a comprehensive summary about the candidate. Evaluate the candidates' strengths and areas for improvement objectively.
 - Finally, make a decision on the final recommendation: whether the candidate is a suitable fit for the role or not.

Additional Resources:

- You can find Interview Questions here
- The Book "Leader, Not a Boss" can be found on [Amazon](#) and [Apple](#)

Candidate	
Position	
Date of Interview	

Opening Question

Q1	
Q2	
Q3	
Q4	
Q5	
Remarks	

Behavioral Question

Q6	
Q7	
Q8	
Q9	

Closing questions

Q10	
Q11	
Q12	
Remarks	

Overall impression (to be filled after the interview)

Candidates Strengths
Candidates Opportunity Areas
Overall Recommendation