

# Interview Questions Template

## Details

Role title	[title, team]
Job Description	[link]
Job Launch	[link]

## Part 1: Define *role-related* hiring attributes

What are we looking for in this candidate? This will help us outline the entire process and can be considered our “north star”.

Job task	Attribute/skill required
Task 1	
Task 2	
Task 3	
Task 4	
Task 5	
Task 6	

## Part 2: Draft interview questions & the process

The purpose of writing our interview questions is to make sure all candidates have equitable interview processes and are being asked and considered based on the exact same things.

### Process Outline

1. Application
2. Recruiter Interview
3. Hiring Manager Interview
4. Interview Assignment
5. Final Round interview with Executive
6. Reference Check
7. Offer

# Hiring manager

These are the questions that the hiring manager will ask during the interview with the candidate. This interview is after the recruiter phone screen. This will take anywhere from 45 minutes to an hour with time for questions. Try thinking of 1-3 attributes and about 6-7 questions you as a hiring manager would like to ask the candidate.

Attribute/skill	Question
Attribute 1	
Attribute 2	
Attribute 3	
Attribute 4	
Attribute 5	

# Team interviews

Each team interview should take about 30 minutes with time for questions. Select 1-2 attributes and come up with 4-5 questions to evaluate the attribute. This section can include additional team members and is not limited to the amount provided. Each individual interviewer will have their own section and set of questions.

Attribute/skill	Question
Attribute 1	
Attribute 2	
Attribute 3	
Attribute 4	
Attribute 5	

Attribute/skill	Question
Attribute 1	
Attribute 2	
Attribute 3	
Attribute 4	
Attribute 5	

### Part 3: Create a scoring rubric

The purpose of this is to see if you as the interviewer are able to answer the questions you are asking to see if they make sense and to avoid biases on responses. This does not have to include every single question but is a great place to show a few examples of what you and your team are looking for.

<b>Question</b>	<b>Ex: great answer</b>	<b>Ex: good answer</b>	<b>Ex: poor answer</b>
Question 1			
Question 2			
Question 3			