Assess / Working sheet 1 of 2

Connect experience to this job.

Prepare one real task and the same core questions for each candidate.

Download this two-page interview worksheet

Candidate / role

Interviewer / date

Prepare the task and essential requirements

What must they do on day one? What can be taught? Describe an actual task in this job.

1. Start with a specific example

Tell me about a time you faced similar work. What was the situation and the goal?

2. Understand their action and result

What did you personally do? Why? What happened, and how did you know? What skill did you use?

3. Apply it to our task

Here is the task we prepared. How would you approach it? What would you do first, and why?

4. Ask what changes

What is different here? What would you adapt, learn, or ask for help with?

Continue with criteria, evidence and open questions. Keep notes about the work, using specific facts and examples.

Assess / Working sheet 2 of 2

Compare evidence with the criteria.

Candidate / role

Interviewer / date

Agree on role-related criteria before interviewing. Use the same core questions and criteria for each candidate. Define any rating scale before using it.

Check four separate areas

- **Can:** Can they do the essential work? What evidence shows it?
- **Will:** Do they want the actual work, schedule and responsibilities?
- **Fit:** Do the working conditions and support match what they need?
- **Accountability:** What could they influence, what did they do, and what did they learn?

Fit means the working environment, not similarity to the interviewer. A personality label, total score, or whether a candidate says I or we should not decide the hire.

Record evidence before discussing an overall decision

Agreed criterion / area	Specific evidence	Unknown / how to check

What still needs to be checked?

Name a useful follow-up question, relevant work sample or reference check. Who owns it, and by when?

What did the candidate ask or need clarified?

Record only necessary, job-related information. Share notes only with people involved in the decision. Return to the interview prompts.