**Interview Notes Template**

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| **Candidate name** |  | **Interviewer name** |  |
| **Position** |  | **Team** |  |
| **Date** |  | **Time** |  |

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| **Screening interview questions** | **Response notes** |
| **Basic information questions** | |
| **1. What are your career aspirations?** |  |
| **Ideal answer**  “I would love to eventually be in senior management so I can mentor junior team members. Ideally, I’m seeking long-term growth within a company.” |
| **2. What do you know about our company?** |  |
| **Ideal answer**  “I’ve been reading your newsletters for years, so I know the organization is passionate about driving change, protecting the planet, and nurturing its employees.” |
| **3. [Question]** |  |
| **Ideal answer** |
| **Cultural fit questions** | |
| **4. How would your former colleagues and managers describe you?** |  |
| **Ideal answer**  “My colleagues would likely describe me as a positive person who did my work to the best of my ability and actively sought out feedback and opportunities to learn and grow.” |



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| **5. What are your three personality traits you’re most proud of?** |  |
| **Ideal answer**  “My top three personality traits are the ability to face adversity head-on, my belief that a positive mindset can help you accomplish anything, and being tolerant of differences in others.” |
| **6. [Question]** |  |
| **Ideal answer** |
| **Behavioral questions** | |
| **7. Describe a time when you had to adapt to sudden change.** |  |
| **Ideal answer**  “Earlier this year, my current company introduced a new software to replace the one we’d been using for the past five years. It took a while to get used to the new system but it turned out to be a positive move for the company.” |
| **8. [Question]** |  |
| **Ideal answer** |
| **9. [Question]** |  |
| **Ideal answer** |

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| **Situational questions** | |
| **10. Tell me about a change you proposed and how it impacted your workplace.** |  |
| **Ideal answer**  “I proposed implementing a project management tool to address challenges with tracking progress, meeting deadlines, and team communication. This change resulted in a 30% improvement in project completion rates.” |
| **11. [Question]** |  |
| **Ideal answer** |
| **12. [Question]** |  |
| **Ideal answer** |
| **Technical or skill-related questions** | |
| **13. What tools do you use to manage projects and make sure you complete them on time?** |  |
| **Ideal answer**  “I use Asana for task assignment, progress tracking, and deadline management. Additionally, I use Slack for real-time communication and collaboration, and Google Drive for document sharing.” |
| **14. [Question]** |  |
| **Ideal answer** |

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| **First interview questions** | **Response notes** |
| **Role-specific questions** | |
| **1. How would you describe your work approach as a/an [insert role]?** |  |
| **Ideal answer** |
| **2. What do you think makes you a good [insert role]?** |  |
| **Ideal answer** |
| **3. [Question]** |  |
| **Ideal answer** |
| **4. [Question]** |  |
| **Ideal answer** |

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| **Behavioral questions** | |
| **5. Describe a time you successfully resolved differences between yourself and a team member.** |  |
| **Ideal answer**  “A team member and I clashed over differing approaches. I called a meeting so we could each present our perspectives and data, and we found common ground by combining elements of both our approaches.” |
| **6. How do you handle conflict with your manager?** |  |
| **Ideal answer**  “I prioritize open communication. I first try to understand their perspective by listening and asking clarifying questions. Then, I calmly express my viewpoint and suggest potential compromises or solutions.” |
| **7. [Question]** |  |
| **Ideal answer** |
| **8. [Question]** |  |
| **Ideal answer** |
| **Situational questions** | |
| **9. Describe a time when you had to adapt to sudden change.** |  |
| **Ideal answer**  “Earlier this year, my current company introduced a new software to replace the one we’d been using for the past five years. It took a while to get used to the new system but it turned out to be a positive move for the company.” |

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| **10. [Question]** |  |
| **Ideal answer** |
| **11. [Question]** |  |
| **Ideal answer** |
| **Cultural fit questions** | |
| **12. Tell us three things you saw on our website that jumped out at you about our company.** |  |
| **Ideal answer**  “I saw that you recently launched a new line and are expanding into the [insert relevant region / country]. I also found the annual report statement on your recent private investments interesting.” |  |
| **13. Describe the typical challenges you’ve faced in this role and how you’ve overcome them.** |  |
| **Ideal answer**  “I’ve faced tight deadlines, limited resources, and differing team member priorities. To overcome them, I prioritize effective time management and clear communication, and delegate responsibilities based on team strengths.” |  |
| **14. [Question]** |  |
| **Ideal answer** |  |



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