



## Job Profile - Interview Preparation Form

*Instructions: Complete this form before you begin interviewing candidates for an open position.*

Job Title:		
Organization:		
Hiring Manager:		
Compensation:	Hours:	Location:
Job Summary:		
Education or Experience Requirements:		
Physical Demand & Work Environment:		



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Company Values	
1. _____	– (insert value description)
2. _____	–
3. _____	–
4. _____	–
5. _____	–
6. _____	–
Values Fit with Company	
<i>Value:</i>	<i>Questions: (Remember to ask STAR questions (Situation/Task Actions, Results))</i>
1.	
2.	
3.	
4.	
5.	
6.	



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Functional Technical Skills	
<i>Skill Competency Area:</i>	<i>Questions: (Remember to ask STAR questions (Situation/Task Actions, Results))</i>
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	