

# Interview Plan

This document provides a structured interview plan to evaluate candidates for various positions. It includes standard questions to assess background, technical skills, teamwork, and communication, as well as position-specific and situational questions. The plan also outlines assessment criteria and follow-up actions to ensure a comprehensive and consistent interview process.

# Candidate Information & Introduction

Before the interview, collect essential candidate details:

- Candidate Name
- Position Applied For
- Interview Date
- Interviewer

Begin the interview with:

- Welcoming the candidate and introducing yourself.
- Explaining the interview structure and timing to set expectations.
- Giving a brief overview of the company and the specific position.



# Standard Interview Questions

## Background and Experience

1. "Please tell me about your professional background and how it relates to this position."
2. "What made you interested in applying for this specific role?"
3. "Describe a technical challenge you faced and how you solved it."

## Technical Skills Assessment

1. "How would you rate your experience with [specific technology from job description]?"
2. "Walk me through how you would approach [common task related to the position]."
3. "What tools or methods do you use to stay updated with new technologies in this field?"

## Teamwork and Communication

1. "Tell me about a time when you had to work closely with someone whose personality or work style was different from yours."
2. "How do you handle feedback on your work?"

These questions provide insights into the candidate's adaptability, collaboration skills, emotional intelligence, openness to improvement, growth mindset, and professionalism.

# Position-Specific Questions

## IT Support

1. "How would you explain a technical issue to someone with limited technical knowledge?"
2. "Describe your experience with troubleshooting hardware or software problems."
3. "How do you prioritize multiple support requests?"

## Software Development

1. "Describe your approach to testing and debugging code."
2. "How do you ensure your code is maintainable by other developers?"
3. "Tell me about a project where you had to learn a new technology quickly."

# Position-Specific Questions

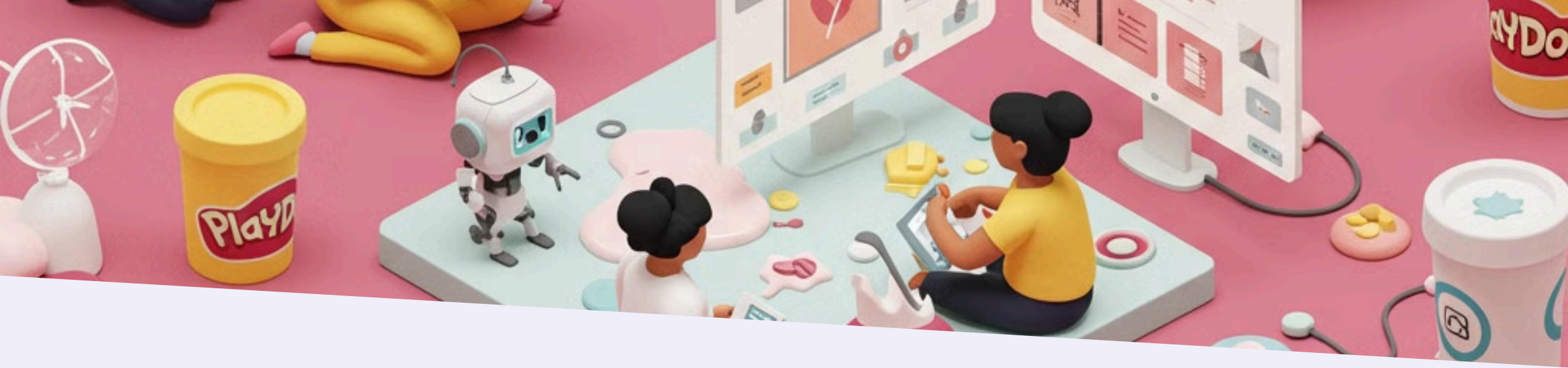
## QA Testing

1. "How do you approach testing a new feature or application?"
2. "Describe your experience with test automation tools."
3. "How do you document bugs and communicate them to developers?"

## Data/Analytics

1. "Describe a project where you had to clean and analyze messy data."
2. "What visualization tools have you used to present data findings?"
3. "How do you ensure data accuracy in your work?"





# Situational Questions

Assess the candidate's problem-solving and decision-making abilities with the following situational questions:

1. "How would you handle a situation where you're asked to complete a task but don't have all the necessary information?"
2. "Describe how you would manage your time if given multiple urgent priorities."
3. "What would you do if you disagreed with a team decision about a technical approach?"

# Candidate Questions

Allocate 5-10 minutes near the end of the interview for the candidate to ask questions. This is a valuable opportunity to assess their research efforts, engagement level, and cultural fit.



Strong candidates typically ask thoughtful questions about:



## Role Specifics

Questions about day-to-day responsibilities, challenges, and success metrics demonstrate their understanding of the position.



## Team Dynamics

Inquiries about team structure, collaboration methods, and reporting relationships show interest in the working environment.



## Company Direction

Questions about strategic goals, growth plans, or recent developments indicate they've researched your organization.



## Professional Development

Asking about learning opportunities, mentorship, or advancement paths suggests long-term interest.

Note candidates who ask no questions or only surface-level questions about compensation or time off. This often signals low engagement. Be prepared to answer candidly, as this exchange also allows candidates to evaluate your organization.

# Assessment & Recommendation

Rate the candidate on a scale of 1-5 (1=Poor, 5=Excellent) for each of the following categories:

Technical Skills

Communication

Problem Solving

Teamwork

Cultural Fit

Overall Impression

Provide a clear recommendation: **Strongly Recommend / Recommend / Consider / Do Not Recommend.**



# Follow-up Actions

After the interview, complete these follow-up actions:

- Send a thank you email to the candidate.
- Submit the evaluation form.
- Discuss the candidate with the hiring manager.
- Schedule the next interview round (if applicable).