

Interview guide

Use this guide to help structure a successful job interview, record notes and evaluate the suitability of a candidate.

1. INTERVIEW DETAILS

Candidate name

Date / Time

Overview

STARTING THE INTERVIEW

- Welcome the candidate and thank them for coming.
- Introduce selection committee members (including position title and relationship to the role) and indicate who will be asking questions. Inform the candidate that selection committee members will take notes throughout the interview.
- Explain a bit about the role and its core responsibilities, the work unit and its strategic objectives.
- Advise the candidate there will be an opportunity to ask questions at the end of the interview.
- Ask interview questions (page 2) and record notes.

CLOSING THE INTERVIEW

- Ask the candidate if they have any questions they would like to ask.
- Outline pre-employment checking requirements for the position.
- Highlight the positive aspects of working at Macquarie University. For further info: [Staff Benefits](#)
- Describe the next steps in the selection process (e.g., reference checks) and provide a clear timeframe for when the candidate will hear the outcome of his or her application.
- Thank the candidate for their time.

NEXT STEPS

1. Review the outcomes of the interviews and any other selection activities for each candidate.
2. Discuss and gain consensus on the preferred candidate(s) from all members of the selection committee.
3. Complete a selection committee report to record the outcomes of the selection process. Each member of the committee indicates their support for the recommendation and signs the report.
4. Interview notes can be kept locally or destroyed.

3. CANDIDATE EVALUATION

After the interview, review your notes (page 2) and evaluate the candidate's suitability for the position.

STRENGTHS

AREAS FOR DEVELOPMENT

OVERALL MATCH

1. Does the candidate have the required knowledge and skills? Yes No
2. Does the candidate have the required experience? Yes No
3. Is there a good cultural fit between the candidate and the team? Yes No
4. Do the candidate's values align with the values of Macquarie University? Yes No
5. Is the candidate available within the required timeframe? Yes No

RECOMMENDATION

APPOINTABLE

NOT APPOINTABLE

2. INTERVIEW QUESTIONS & NOTES

List interview questions and record the candidate's answer. You can use the small boxes to score the candidate's answer. For behavioural questions, encourage the candidate to give actual examples in their answer of a situation, the action they took and the outcome or results.

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Useful links

- [Tips for good interview questions](#)
- [Interview Question Bank](#)

CLOSING QUESTIONS

If successful, when would you be available to commence in the role?

Are you comfortable for us to contact your referees? Yes No

If required: Are you aware of and willing to undergo the necessary pre-employments checks required for this position? Yes No

Go to '3. Candidate Evaluation' on Page 1