

SAMPLE INTERVIEW PLAN
Updated 2/2/2024

PURPOSE	EXAMPLE
1. Build Rapport: <i>Provide introductions and ask rapport-building questions to put the candidate at ease.</i>	<p>“Hi Devan, thank you for coming in today. I am Jenni Crowley, the Public Works Director at Spring Water. This is Milan Branch, our City Administrator. Did you find the place OK? What do you think of the construction projects around here? Can I get you some coffee or water?”</p>
2. Establish Structure: <i>Establish the interviewer as in control and lets the candidate know what to expect.</i>	<p>“During the next half hour or so, Milan and I will be asking you questions related to the skills necessary for the position. I will be jotting down some notes to help me remember what we discussed. We also want to give you the opportunity to ask any questions you have about the position so you can find out if this is a good fit for you as well.”</p>
3. Provide Job Preview: <i>Ensure the candidate has a good understanding of the job.</i>	<p>“Before we get started, we would like to make sure you have a good understanding of the position we are hiring for...” <i>(Explain the primary responsibilities of the job, organizational structure, and other general information).</i></p>
4. Ask Interview Questions: <i>Gather information through planned and probing questions.</i>	<p>“OK, Milan has the first question for you.” <i>(Ask the planned information gathering questions as well as follow-up probing questions).</i></p>
5. Encourage Questions: <i>Allow the candidate to ask questions about the job.</i>	<p>“We want to make sure to give you an opportunity to ask any questions you may have about the position or the organization. What questions do you have for us?”</p>
6. Close the Interview: <i>Explain the next steps in the process and end on a positive note.</i>	<p>“Thank you for coming in and sharing your employment and educational experience with us. We really appreciate your interest in this position. We are planning to conduct final interviews the week of _____. We will get back to everyone by Wednesday of next week. If you have questions in the meantime, please feel free to contact _____.”</p>