

INTERVIEW GUIDE



Pipeline Medical

2035 Lincoln Hwy,
Edison, NJ 08817,
United States

CANDIDATE NAME		CONDUCTED BY	
INTERVIEW DATE		INTERVIEW START TIME	INTERVIEW END TIME
POSITION TITLE		POSITION DEPARTMENT	

INTRODUCTION

- Welcome the candidate.
- Introduce all interview participants by name and title.
- Describe Pipeline Medical to the candidate
- Explain the job.
- Explain the interview process.

INTERVIEW QUESTIONS

Hiring Manager initial questions:

- 1)
- 2)
- 3)
- 4)

PERSONAL RAPPORT
What attracted you to this career opportunity?
How does this role fit your long-term career goals?
As you walk us through your resume, highlight key experiences that demonstrate your strengths in relation to this position.

JOB-SPECIFIC INQUIRIES

Describe your experience directly related to the position: accomplishments, strengths, improvements.

TIME MANAGEMENT: How do you make decisions when prioritizing tasks? Tell us about an experience when time management was a factor and how you dealt with a tight or fluctuating project timeline.

TEAMWORK: Do you have experience working alone or as part of a team? How have others been affected by your work? Describe a task or project completed as part of a team – describe your role and any challenges.

PROBLEM SOLVING: Describe an instance of overcoming a problem and what was learned from this experience.

EQUIPMENT / TOOLS / SOFTWARE: Are you familiar and comfortable with the resource requirements? Please assess your skill level and describe the most complex work previously completed with these tools.

EQUIPMENT / TOOLS / SOFTWARE UTILIZED:	
---	--

WORK SCHEDULE: Are there any restrictions to your working availability?

POSITION
SCHEDULE

SALARY: What are your salary expectations?

AVAILABILITY: If offered the position, when are you available to begin work?

Do you have any questions about the company or the position?

Notes:

SIGNATURE

INTERVIEWER NAME	TITLE	SIGNATURE	DATE