

Interview Notes Form

Interview Details

Company Name: _____ Date: _____ Time: _____
Company Address _____ Floor _____ Intersections _____
Interviewer Name: _____
Interviewer Title: _____ Interviewer Phone Number: () _____
Position Applied For: _____
Required Skills: _____

Questions to Ask Interviewer

Question: **What are the biggest challenges in this position? What are the key characteristics you're looking for in this role?** _____

Notes: _____

Question: **Why do you like working for this Firm?** _____

Notes: _____

Question: **What are the next steps in the recruiting process?** _____

Notes: _____

Additional Notes

This form provided complimentary by:

Erin Morris
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MORE GREAT QUESTIONS FOR YOUR INTERVIEWER

About the Position:

1. What are the top tasks you want the candidate to perform after being hired?
2. What are some of the objectives you would like to see accomplished in this job? (Short term/Long-term)
3. How does this position fit in the overall department/company?
4. What are the attributes of the job that you'd like to see improved?
5. Are there opportunities for professional training or further education?
6. How will I be evaluated? By whom and how often?
7. Are there other job responsibilities not mentioned in the ad (*or wherever you heard about the position*)?

About the Company:

1. What do you see ahead for the company in the next five years?
2. What major challenges are you facing? How are you working on them?
3. What is the general culture of the company?
4. What do you consider to be your company's most important assets and successes?
5. What are the career paths in this department?
6. What is the preferred method of communicating with each department/team?
7. What is the style of management?
8. What are a couple of misconceptions people have about the company/position?

About the Interviewer:

1. Why did you choose this company?
2. How would you describe the work environment here?
3. What is a typical day like?
4. What types of internal and external training do you provide?
5. What do you consider to be your company's greatest strengths and weaknesses?
6. What do you know now that you wish you knew before you started your position?
7. Is there anything else you need to know concerning my ability to do this job?
8. May I call you if other questions arise?

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