



INTERVIEW QUESTIONNAIRE

Position Title:	<<Position Title>>	Department:	<<Department>>
Interviewers	<<Name and Title of all parties included in the interview>>		
Applicant Name	<<Applicant Name>>	Interview date and time	<<Date and time of interview>>

PRE-SCREENING NOTES

Applicant summary/ Pre-screening notes (from application)	Experience and education	<<Experience and education from application>>	<<Notes on experience and education from application>>
	Selection Criteria 1 (Priority)	<<Selection criteria>>	<<Notes on selection criteria from application>>
	Selection Criteria 2 (Priority)		
	Selection Criteria 3		
	Selection Criteria 4		
	Selection Criteria 5		
	Selection Criteria 6		
	Additional considerations / requirements	<<Capture additional considerations or requirements an applicant may need in order to fulfil the role>>	<<Outline any additional considerations or requirements an applicant may have identified that they need in order to support them to fulfil the role. Confirm how these can be accommodated.>>



INTERVIEW SCRIPT

Introduction:

<<Insert a short introduction of the people in the interview, CBSA and the position.>>

INTERVIEW QUESTIONS

	SELECTION CRITERIA	QUESTION	ANSWER	NOTES
Selection Criteria 1 (Priority)	<<Insert selection criteria here>>	<<Insert question to demonstrate knowledge and skill in relation to this selection criteria>>	<<Add notes of applicant's response>>	<<Add notes on assessment of applicant's response>>
Selection Criteria 2 (Priority)	<<Insert selection criteria here>>	<<Insert question to demonstrate knowledge and skill in relation to this selection criteria>>		
Selection Criteria 3	<<Insert selection criteria here>>	<<Insert question to demonstrate knowledge and skill in relation to this selection criteria>>		
Selection Criteria 4	<<Insert selection criteria here>>	<<Insert question to demonstrate knowledge and skill in relation to this selection criteria>>		
Selection Criteria 5	<<Insert selection criteria here>>	<<Insert question to demonstrate knowledge and skill in relation to this selection criteria>>		



Selection Criteria 6	<<Insert selection criteria here>>	<<Insert question to demonstrate knowledge and skill in relation to this selection criteria>>		
Other comments or questions				
POST INTERVIEW ASSESSMENT				
Applicant summary/ Post-interview notes (from applicants application and interview)	<<Insert details of note from the applicant's application and interview including: <ul style="list-style-type: none"> - Suitability to role - Suitability to team (fit)>> 			
Reference Outcome	<<Include notes from reference checks.>>			
Outcome	<input type="checkbox"/> Successful <input type="checkbox"/> Not successful	Applicant advised of outcome:	Notification Method	<<Phone call/Email/Other>>
			Date	
			Time	