

Interview Guide

*Role – Department*

Name of Candidate:

Interviewer:

Date:

**Qualifications:**

**X**

1. **Please tell us, what interests you about working for the University of Waterloo? Why are you interested in this particular positon?**
2. **Let’s go over your resume. Please describe your previous work experience, preferably how it relates to this position and why you left each role.**
3. **Where are you with your current job search? Are you actively interviewing with other companies/positions? If you are, what stage of the process are you at?**
4. **What are you looking for in your next position? What is going to keep you motivated and engaged?**
5. **Based on the requirements of this position, what transferable skills do you feel you have that makes you a qualified candidate?**

2. **Are there any other skills or experiences you would like to highlight that we did not have a chance to discuss yet today?**

**Candidate Questions:**

**Interviewer’s Comments:**