Candidate Interview Debriefing Questionnaire

1. How long were you there?
2. Who did you speak with? (Name/Title)
3. What did you discuss?
4. What specific questions did he/she ask?
5. Were you able to answer all the questions?
6. What were your overall thoughts of hiring manager?
7. Could you work with the hiring manager?
8. What did you think of the position? The company?
9. How did the manager describe the job? Was anything different from how we described it?
10. How did they leave it with you? What are the next steps?
11. On a scale on 1-10 how would you rate your interest level in this opportunity? Why not a 10?
12. What other irons do you have in the fire? Is there anything coming up that would interfere with your acceptance of this job?

10. At $ __K/ or hourly rate if I were to call <u>you back in 10 minutes</u> are you ready to take this_____opportunity? Can I accept this opportunity on your behalf?

If He /She IS HEDGING- TAKE AWAY CLOSE TO ASSESS REAL INTEREST- **"** "Manager has seen you and another person that they like a lot, you are not the only one in the loop. You don't sound very excited. Should I just take you out of the loop and have them offer it to the other candidate. **"**

OR

“I know they are actively interviewing for this position should I take you out of the loop so they can pursue another candidate?”

Here’s one key rule to always follow when negotiating the offer:

NEVER MAKE AN OFFER FORMAL UNTIL IT’S 100% ACCEPTED.

Test the offer instead.