YOUR COMPANY NAME

The Team Interview Prep Guide Template

**Open position:** The hiring manager should simply name the job that candidates are being considered for and include a link to the job ad or a job description.

**Background on process**

In this section of the document, the hiring manager simply briefs the interviewing team on what the process is that candidates have been through that got them to the point of coming in for a group interview. This should include a recap of whom the candidate has talked to as part of the recruitment process before coming in to meet with people in person.

If the hiring manager has given the candidate and any assignment or “home work,” that should be specified in this section.

If the hiring manager has given the candidate access to company information, that should also be included here.

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| **Interviewer(s)** | **Topics to cover** |
| \* Name of interviewer(s)\* Interviewer(s) job title (s)\* Allotted time  | * Topic #1
* Topic #2
* Topic #3
 |
| \* Name of interviewer(s)\* Interviewer(s) job title (s)\* Allotted time  | * Topic #1
* Topic #2
* Topic #3
 |
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