

Interview guide

vouch

Structured job interview, 45 to 60 minutes

Job	Candidate	Interviewers	Date
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Opening5 min

Introduce yourselves and who is in the interview. Explain how the interview is set up, and that you will take notes as you go.

Motivation and background10 min

- What made you apply for this job?
- Tell me briefly about your current job. What are you most pleased with there?
- What are you looking for in your next job that you miss today?

Competency questions20 to 25 min

One main question per criterion. Follow up: What was your role? What exactly did you do? What was the result?

Criterion	Question
Criterion	Question
Criterion	Question
Criterion	Question

Practical task or case10 min, optional

The same task for every candidate.

The candidate's questions5 to 10 min

Closing5 min

Explain what happens next, and when the candidate will hear from you.

Next step	Answer by
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Scoring sheet

Score separately right after the interview, before you talk it over.

Candidate	Scored by					Date
Criterion	1	2	3	4	5	Note
	☐	☐	☐	☐	☐	
	☐	☐	☐	☐	☐	
	☐	☐	☐	☐	☐	
	☐	☐	☐	☐	☐	
	☐	☐	☐	☐	☐	
	☐	☐	☐	☐	☐	
	☐	☐	☐	☐	☐	
	☐	☐	☐	☐	☐	

What each score takes

Write it down before the first interview. 2 and 4 fall between them.

1

3

5

Move on? ☐ Yes ☐ No

Why

What you cannot ask in Norway

Pregnancy, adoption or plans to have children, religion or belief, ethnicity, disability, sexual orientation, gender identity or gender expression (Equality and Anti-Discrimination Act, section 30). Nor political views or trade union membership (Working Environment Act, section 13-4), and health only as far as the job requires (section 9-3).