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| **#** | **Questions to ask yourself** | **Your notes** |
| **1** | **What are you looking for?** What are the top qualities, skills & qualifications that make employees successful on your team? Does this match our job description or ad? |  |
| **2** | **How will you know it when you see it?** What do we need to know about the candidate to assess if they are a good fit for the role? |  |
| **3** | **Who decides?**  Who are the key people that need to meet the candidate for us to make a decision? Who is the ultimate decision maker? |  |
| **4** | **How will we organize it?** What should each interview focus on? What core questions will each person ask? |  |
| **5** | **What will the medium be?** What will the interviews look like? Will they be on the phone, in person, or include a trail? |  |