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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?    |  |