

Semi Structured Interview Template (M. Bambach):

Introduction

- Welcome
- Introduce panel
- Put at ease (get them talking e.g. an interest identified in their CV)
- Brief overview of Org and role (Not always required as applicants should know this)
- Explain process (clarify q OK, their q's at end)
- ...

Body:

Q 1. Open Q related to criteria

Probe / look for:

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Rating:

1	2	3	4	5
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Comment:

Q 2. Open Q related to criteria

Probe / look for:

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Rating:

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Comment:

Q 3. Open Q related to criteria

Probe / look for:

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Rating:

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Comment:

Q 4. Open Q related to criteria

Probe / look for:

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Rating:

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Comment:

Q 5. Open Q related to criteria

Probe / look for:

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Rating:

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Comment:

Q. 6. Open Q related to criteria

Probe / look for:

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Rating:

1	2	3	4	5
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Comment:

Conclusion:

- Thank applicant
- Explain what happens next