

## FAN Interview Template

*Add or delete fields as required for the number of questions you have. It may be easier to have a note-taker in the interview with you, so you are able to concentrate on the candidate. Prepare your questions in advance and take notes of candidate answers or observations during the interview to refer back to later.*

Role Title:

Applicant Name:

Interviewer:

Date:

### Warm up questions

*e.g. Tell me about yourself; Why are you interested in this role?; What are your favourite/least favourite subjects at school; What do you know about the job/company/industry?; What are your career goals? etc*

Q1.

Answer Notes:

Q2.

Notes:

Q3.

Notes:

Questions seeking evidence the candidate has the key skills, knowledge, abilities or attributes required to do the job (as identified on the FAN Planning Template or Job Description).

*Frame questions to make them relevant to a young person who may have limited work experience e.g. if asking about project management, refer to school projects or assignments; if asking about teamwork, refer to their involvement in group work or a sports team; if asking about interpersonal skills ask about their peers or teachers etc. For more about interview questions see Selection Toolkit.*

Q1.

Notes:

Q2.
Notes:
Q3.
Notes:
Q4.
Notes:
Q5.
Notes:
Q6.
Notes:
Q7.
Notes:
Q8.
Notes:

Q9.

Notes:

Q10.

Notes:

Q. Do you have any questions for me/us?

Notes:

Overall perceptions of candidate *(To be completed immediately after interview):*

Points to raise with referee *(Make a note of anything that came up in the interview that you would like to clarify, confirm or raise with a referee):*