**Contractor Interview Guide**

[INSERT ORGANIZATION LOGO HERE]

**Introduction**

Start by providing the candidate with some information about your role, the organization and the process you will be following.

* Provide a brief introduction of who you are and who you represent.
* Describe the purpose for the interview and approximately how long it will take.
* Explain how the interview process will work.
* Explain how you prefer the interviewee ask questions (i.e. throughout the conversation, or at the end of the interview).

**Example:**

First, I would like to thank you for meeting with me today. My name is [NAME] and I am the [POSITION] at [ORGANIZATION]. As you know, we are looking to hire a contractor to [INSERT RESPONSIBILITIES OR PROJECT DELIVERABLES] and we would love to learn more about you and your previous work. This interview will take approximately [X MINUTES].

We are conducting our interviews this week. We are looking to have a decision made with [X WEEKS].

I have approximately [X] questions I would like to put forward to you and will ensure we leave time for you to ask any questions you may have for me.

**INTERVIEWER QUESTIONS**

Below is a list of example interview questions you may wish to use.

**Question Set #1: Opening Statements/Presentation**

* Please introduce yourself, describe what interests you about this [POSITION OR PROJECT] and what knowledge, skills, and experience you would bring to the [POSITION OR PROJECT].
* Have you previously done project work comparable to what we are asking for? What were the biggest successes and/or challenges?

**Question Set #2: Specific Examples of Experience in Key Areas**

* Do you have any experience working with [X]?
* What is your understanding of [X]?

**Question Set #3: Logistics**

* Do you have your own insurance (general liability coverage)?
* (If applicable) Do you have workers compensation coverage?
* Do you have other clients you will be supporting at the same time?
* Do you have a list of client references?

**INTERVIEWEE QUESTIONS**

After asking your questions, ensure you provide time for the candidate to ask any questions they may have about the role.

**Example:**

Those are all the questions I have for you. Is there anything you would like to ask me about the position or the organization to help you make a more informed decision about whether this is the right fit for you?

**CONCLUSION**

Thank the person for their time. Let them know how they can follow up with you if they have any further questions. Explain any next steps and when they can anticipate hearing from you.

**INTERVIEWER NOTES**

Ensure you document both the candidate’s responses to the question, and your reflections on their responses.

**Example:** (adapted from the Society for Human Resource Management)

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| --- | --- | --- | --- |
| **Rating Values** | **Definition** | | |
| Exceeds Requirements | Demonstrates competency accurately and consistently in most situations with minimal guidance. Many good examples. | | |
| Meets Requirements | Demonstrates competency accurately and consistently on familiar procedures and needs supervisor guidance for new skills. Some good examples. | | |
| Below Requirements | Demonstrates competency inconsistently, even with repeated instruction or guidance. Few good examples. | | |
| Significant Gap | Fails to demonstrate competency regardless of guidance provided. No good examples. | | |
| **Question** | | | |
|  | | | |
| **Response** | | | |
|  | | | |
| **Probing Questions/Responses** | | | |
|  | | | |
| Exceeds Requirements | Meets Requirements | Below Requirements | Significant Gap |

**RECOMMENDATIONS**

Based on the interview, determine whether they are a good fit or of they are not suitable for the position. Notify the candidate accordingly.