

Write out your interview questions. Make sure you ask questions that:

- Relate to the job and job description
- Focus on skills and qualifications (not opinions)
- Help you gain information about the applicant's experience

When you interview youth, include questions that will encourage them to talk about alternate forms of experience, such as volunteer work, school projects, or hobbies and interests.

As you interview, rate how well the applicant's answer fits your job needs. Use a scale of 1 (the poorest) to 5 (the best).

Question	1	2	3	4	5
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Have each interviewer ask the same questions using the same rating scale. Once everyone has interviewed the applicants, tally overall scores.

This template assumes that all of your questions are weighted evenly; however, you may have situations where certain questions/responses are more important than others. If certain questions are more important, you may want to weight them (e.g., multiply the answer score by 1.5 or 2) so that their importance is reflected in the overall tally.