

Employment Interview Plan – Business Presentations

Your Name: _____

Directions: Key the information into your **Interview Plan**. All students—even those not selected to the HR position—will submit an interview plan.

Interview Opening: Provide the statements and actions to establish rapport and orientation.

Interview Questions:

- List 10 questions you would like to ask the applicant. Select the questions from the sample job interview questions provided or modify the sample questions.
- Start with questions to help you get to know the candidate and then move into job specific questions
- One question should be an **illegal question** as discussed in class/textbook. Put an * next to the question number for the illegal question.

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Interview Closing: Provide the sentences you will use to close the interview.