

**INTERVIEW QUESTION TEMPLATE**

**INSTRUCTIONS:**

* Typically, for an interview of 30 minutes in length, we recommend you provide 10-12 interview questions. For longer interviews we recommend no more than 18 questions.
* Questions you propose may be slightly modified for clarity purposes. Any significant changes needed will be communicated and revised by mutual agreement of UEC Human Resources and Head of Hiring Committee.
* Please categorize your questions to fit within the following 4 topics. (Note: you may adapt the topic headers to better fit your needs).
* Submit to UEC Human Resources at least 4 business days prior to the first interview.

**Topic 1: Introductory Questions**

**Topic 2: Roles and Responsibilities**

**Topic 3: Required Skills, Abilities, Education**

**Topic 4: Other Preferred Skills**

**CLOSING QUESTION (REQUIRED, not scored)**

1. This concludes our formal questions; do you have any questions for us?