Template for 1 on 1 Meeting

Use the following template to help you determine what information you want to include in the 1 on 1 session during an interview with candidates. This session is designed to help your candidates understand the expectations of the job to make sure it is a good fit for them.

1. Let the candidate know this is for them to understand the expectations of the position and ask questions about the job and work culture. It is not part of the interview to evaluate the candidate.
2. Talk about you and your experiences
3. Talk about organizational structure above and below this position
4. Talk about the department – recent history and structure
5. Overview of job expectations
6. Challenges
7. Opportunities
8. Work
	1. Schedule
		1. After hours expectations?
		2. Remote options?
	2. What do you expect of this position?
	3. What does the day to day life look like?
9. Offer opportunity for questions