**Interview guide at first interview**

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| Position: |  |
| Department/equivalent: |  |
| Form of employment: |  |
| Scope (%): |  |
| Fixed-term – period: |  |
| Start date: |  |
| Recruitment team: |  |
| Salary level: |  |

Start by welcoming the candidate and with the recruitment team presenting themselves to the candidate. Tell about the interview’s structure/planned duration.

**1. Information on organisation and position**

Presentation of the division and the university today and what it will look like in the future. Briefly describe the position in the organisation.

**2. Educational background**

Discussions and questions regarding the requirement profile and the applicant's qualifications. Ask the person to give a brief description of his/her educational background based on the person's CV.

**3. Professional experience and current work situation**

Ask the person to describe his or her employment history: content, responsibilities, most important experience/lessons learned. How long have you worked in your current position? Why are you looking elsewhere? What motivates you? What are your tasks and areas of responsibility? What is most fun/most rewarding in the job? Least fun/rewarding in the job? In which of your previous jobs do you feel you have been put to best use? Give examples. Are there gaps in the curriculum vitae?

**4. Professional experience in relation to the position applied for**

Why are you applying for this particular position? What are your expectations for the position? Which do you think will be your most important task if you are offered this position? Can you give any concrete examples of professional experience that you think you will have use of in this role? What will you mainly contribute in this employment? What are your development areas/weaknesses in this role? Ensure through questions that the candidate understands what is required in terms of responsibility, duties, working hours, attendance and possible travel. What are the person's goals in working life?

**5. Questions about knowledge and qualifications linked to the requirement profile**

Here, an examination of the candidate's actual knowledge is done, e.g. language skills, IT skills.

**6. Questions about competencies and abilities**

You have previously identified requirements for a number of competencies and abilities. Here, you ask questions related to these competencies. Also see the Guide for competency-based interview questions on the Employee Portal. There, you will find examples of questions based on the selected competencies.

Competency 1 – questions:

Competency 2 – questions:

Competency 3 – questions:

**7. Questions related to other requirements**

This can involve working hours or other practical matters that need to be taken into account.

**8. Does the applicant have any questions?**

**9. Concluding questions**

What is your period of notice? When can you start work? Has the candidate provided references? Have they been spoken with? Reference person’s relationship to the applicant (manager, colleague, etc.)? Salary demands?

Thank the applicant for his/her time and interest! Tell about the further processing: x number of people are being interviewed in a first round, then we will call a few people to a second interview.

We expect to be able to let you know by XXXXX.