

**PROMPT WO-038**

Create Interview Questions

Purpose

Use this prompt to create a structured and professional interview guide tailored to a specific role. It helps hiring managers ask consistent, competency-based questions that assess technical skills, experience, behaviours, and cultural fit while ensuring a fair recruitment process.

DIFFICULTY **Beginner****TIME SAVED** **20–40 min****BEST FOR****Recruitment**

Best AI Tools

- ChatGPT
- Claude
- Microsoft Copilot
- Google Gemini



Copy & Paste Prompt

You are an experienced Recruitment Manager.

Create a professional interview guide using the information below.

Job Title:

[Insert job title]

Department:

[Insert department]

Experience Level:

[Entry Level, Experienced, Management, Executive]

Key Responsibilities:

[List the main responsibilities]

Essential Skills:



[List essential skills]

Desirable Skills:

[List desirable skills]

Company Values:

[List company values]

Number of Questions Required:

[Insert number]

Interview Length:

[Insert expected duration]

Tone:

Professional, welcoming and objective.

Please:

- Create a structured interview guide.
- Include an opening introduction for the interviewer.
- Write a mix of competency, behavioural, situational and technical questions.
- Include follow-up prompts where appropriate.
- Suggest what a strong answer should demonstrate.
- Finish with closing questions for the candidate and a professional conclusion.
- Format the guide clearly for interview use.

Return only the completed interview guide.



Example

INPUT

Job Title: Customer Service Advisor

Experience Level: Experienced

Essential Skills:

- Communication
- Problem solving
- Customer service
- Teamwork

Interview Length: 45 minutes



EXPECTED OUTPUT

Interview Guide

Introduction

Welcome the candidate, introduce yourself and the interview panel, explain the interview format, and help the candidate feel comfortable before beginning.

Competency Questions

1. Tell us about a time you dealt with a difficult customer.

Follow-up prompts:

- What was the situation?
- What actions did you take?
- What was the outcome?

Strong answers should demonstrate:

- Empathy
- Problem-solving
- Professional communication
- Customer focus

2. Describe a time when you had to prioritise multiple tasks.

Strong answers should demonstrate:

- Organisation
- Time management
- Decision making

Behavioural Questions

- Tell us about a mistake you've made at work and what you learned from it.
- Describe a time you worked as part of a successful team.

Technical Questions

- How would you handle a customer complaint that cannot be resolved immediately?
- What systems or software have you used in previous customer service roles?

Candidate Questions

Allow time for the candidate to ask questions about:

- The role
- The team
- Career development
- Training
- Company culture

Closing



Thank the candidate for attending, explain the next steps in the recruitment process, and provide an estimated timeline for communicating the outcome.

 **Builder's Tip:** *The best interviews are conversations, not interrogations. Ask open-ended questions that encourage candidates to share real experiences, and evaluate answers against the requirements of the role rather than personal impressions.*

Related Prompts

- WO-037 – Write a Job Description
- WO-039 – Write an Employee Onboarding Plan
- WO-031 – Write a Professional Performance Review
- WO-040 – Create a Team Development Plan

Tags

INTERVIEW

RECRUITMENT

HIRING

HR

LEADERSHIP