**INTERVIEW**

**Introduction:**

* Introduce yourself and any other interviewers.
* Give a brief background to yourself and your role in the business.
* Explain the format of the meeting.

**Qualifications and Fit:**

* Tell me about your experience and your qualifications.
* Discuss projects / sector experience.
* What are your reasons for looking for a new opportunity?
* What is it about our company and our opportunity that is of interest to you?
* What do you enjoy most about the job you do?
* What do you consider your most significant professional achievement?
* What are your interests outside of work?
* What IT / software experience do you have?
* Are there any further qualifications you would like to do?
* What would you say are your main strengths?

**Collaboration and Communication:**

* Tell me about your experience of business development? Do you have client relationships you could bring with you?
* How do you stay updated with industry trends and developments?
* How do you handle situations where you need to persuade stakeholders or team members to change their opinion or approach?

**Work Style and Leadership:**

* What experience do you have of managing people? How many people have you managed?
* How would you describe your leadership style?
* Can you tell me about a situation when you had to motivate a team member who was demotivated or struggling?
* How do you stay organised and manage your time effectively?
* How do you handle stress or pressure?
* Have you had experience of presenting in front of a team of people?
* Have you had experience of managing P&L for your team?

**Career Aspirations**

* What’s important to you about the role and the company you are looking for?
* What salary are you currently on? What benefits do you currently get?
* What salary are you looking for?
* What notice period are you on? When are you looking to start a new role?

**The Position**

Describe the role you are interviewing for. Include:

* Type of work/projects they will be working on
* Clients they will be working with
* Role Responsibilities
* The team structure.
* The opportunities within the role

**The Company**

* Company Mission and Values
* Company Culture
* Opportunities for Growth
* Cutting-Edge Projects
* Client Base
* Work-Life Balance and Flexibility
* Company Performance and Stability
* Work Environment and Facilities
* Employee Benefits and Salary
* Company Reputation and Brand Image
* Employee Testimonials or Success Stories
* Future Plans and Vision
* Feedback and Collaboration
* Professional Development Opportunities
* Diverse and Inclusive Culture
* Collaborative Team Environment
* Commitment to Sustainability
* Opportunity for shares in the company in the future

**Meeting Conclusion**

* Ask the candidate if they have any questions.
* Thank the candidate for their time.
* Explain what the next steps in the process are and tell them when they can expect to get a response.