



THE INTERVIEW RESET

A Plug-and-Play Interview System for
Consistent, Structured, Candidate-Centered
Hiring



FREE PREVIEW

A practical framework to help organizations create
more consistent interviews, clearer candidate
evaluations, and a better
hiring experience.



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Why Structured Interviews Matter

When every interviewer approaches a candidate differently, hiring decisions can become inconsistent, difficult to compare, and overly dependent on individual interviewer preferences.

✗ WITHOUT STRUCTURE

- ✗ Interviewers ask different questions
- ✗ Candidates are evaluated differently
- ✗ Interview notes may focus on opinions instead of evidence
- ✗ Hiring teams struggle to compare candidates consistently
- ✗ Candidate experience can vary from interviewer to interviewer

✓ WITH STRUCTURE

- ✓ Interviewers follow a consistent process
- ✓ Questions connect to the role
- ✓ Candidates are evaluated against defined criteria
- ✓ Interviewers document job-related evidence
- ✓ Hiring teams have a clearer basis for discussion and decisions



STRUCTURE DOESN'T MAKE INTERVIEWS ROBOTIC.

It gives interviewers a **framework** so they can focus on the candidate and the requirements of the role.

The Interview Reset Workflow

1

DEFINE THE ROLE

Identify the requirements and competencies that matter.

2

BUILD THE INTERVIEW PLAN

Connect questions to the requirements of the position.

3

PREPARE THE INTERVIEWER

Make sure interviewers understand the process and expectations.

4

CONDUCT A STRUCTURED INTERVIEW

Use consistent, job-related questions and follow-up prompts.

5

EVALUATE THE CANDIDATE

Rate candidates against defined criteria and document evidence.

6

DEBRIEF AS A TEAM

Discuss evidence and observations rather than relying on first impressions.

7

MAKE AND DOCUMENT THE DECISION

Use the information gathered through the process to support the hiring decision.



The goal is not to make every interview identical.
The goal is to create a consistent process for evaluating
candidates against the requirements of the role.

Interviewer Preparation Checklist

A strong interview starts before the candidate joins the conversation.

- ☐ Review the job description and key requirements
- ☐ Understand the competencies being evaluated
- ☐ Review the interview questions before the interview
- ☐ Understand your role in the interview process
- ☐ Know which questions you are responsible for asking
- ☐ Prepare a quiet, professional interview environment
- ☐ Review the candidate's application materials appropriately
- ☐ Prepare follow-up questions related to the candidate's responses
- ☐ Plan to take objective, job-related notes
- ☐ Avoid questions or comments about personal information that is not relevant to the position



INTERVIEWER REMINDER

Focus on what the candidate demonstrates, not simply whether you personally "like" the candidate.



Use this checklist before every interview to create a more consistent interviewer experience.

Sample Candidate Scorecard

Evaluate candidates against the same job-related criteria.

COMPETENCY	RATING	EVIDENCE / NOTES
Communication	1 2 3 4 5	_____
Problem Solving	1 2 3 4 5	_____
Role Knowledge	1 2 3 4 5	_____
Collaboration	1 2 3 4 5	_____
Adaptability	1 2 3 4 5	_____

1 = Does Not Demonstrate

2 = Limited Evidence

3 = Meets Expectations

4 = Strong Evidence

5 = Exceptional Evidence



DOCUMENT THE EVIDENCE.

Ratings should be supported by relevant observations from the interview rather than personal impressions or assumptions.



Use for job-related evaluation only. Do not record protected or unnecessary personal information.

What You'll Get in The Interview Reset

The free preview gives you a sample. The complete toolkit gives you the system.



01 — IMPLEMENTATION GUIDE

A practical roadmap for putting a structured interview process into place.



02 — INTERVIEW PLANNING WORKBOOK

Define role requirements, competencies, interview stages, and evaluation criteria.



03 — INTERVIEWER GUIDE

Prepare interviewers with expectations, best practices, question guidance, and interview tools.



04 — CANDIDATE SCORECARD

Evaluate candidates using consistent, job-related criteria and evidence-based ratings.



05 — INTERVIEW DEBRIEF TOOL

Create a structured approach for discussing candidate feedback and supporting hiring decisions.



06 — CANDIDATE EXPERIENCE TOOLKIT

Help create a professional and consistent experience throughout the interview process.



07 — MASTER TEMPLATES

Ready-to-customize interview guides, scorecards, checklists, and process templates.

Built to be practical.
Designed to be customized.
Ready to use.

Want the Complete System?

The Interview Reset HR Toolkit gives you the templates, worksheets, checklists, and practical guidance to build a more structured and consistent interview process without starting from scratch.

THE INTERVIEW RESET HR TOOLKIT

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Implementation Guide



Interview Planning Workbook



Interviewer Guide



Candidate Scorecard



Interview Debrief Tool



Candidate Experience Toolkit



Master Templates

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Stop reinventing the interview process for every role.
Give your interviewers a system they can actually use.

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