

How to Use AI to Create a Structured Interview Guide

Create a 45-minute, job-related interview guide from a role title.



Demonstrated in Microsoft Copilot. The same prompt, sequence, and checks work in ChatGPT, Claude, and Gemini.

When to Use This

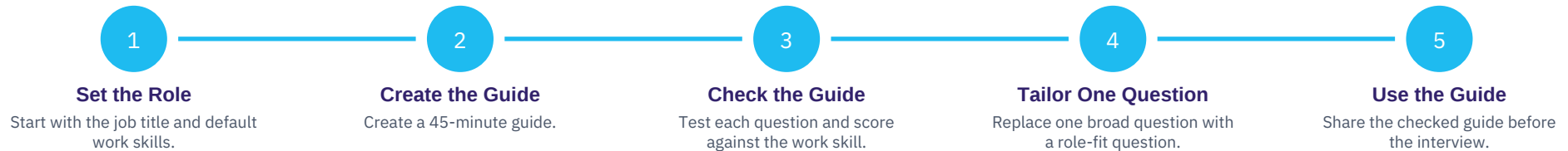
Use this when you need a first interview guide for a role and do not have one yet. Start with the role title, then use the guide with the hiring manager or interviewer. The result is a ready-to-check question and score guide for the interview.

Before you start

- Choose the role title. This is the only required input to begin.
- Open a chat tool your organization permits for this work.
- Confirm the interviewer and interview length, if either is already set.
- Gather current job details, if they exist. You can add them later; do not delay the first draft.
- Focus on job-related skills. Do not use personal or protected traits.

Use the current approved role, source, or job detail that your organization permits in this chat.

Step-by-Step Process



Follow the Steps

Copyable Prompt for Step 2

Create a 45-minute structured first-interview guide for a [ROLE TITLE].

Use these work skills: coaching, problem solving, and clear communication. If a skill does not fit this role, explain why and suggest a job-related replacement.

Include a short opening, five behavioral questions, one or two follow-up prompts for each question, a 1-to-5 score guide for each work skill, and a short close. Ask only job-related questions. Do not ask about private or protected traits. Keep the score guide based on evidence from the candidate's past work, not personality or instinct.

Before You Submit

Check that the task fields are complete, the source is current, and the prompt names any limits that matter.

Step 1: Set the Role

Example input: Customer Support Team Lead. Start with coaching, problem solving, and clear communication. Change a skill only when you know a more relevant work skill for this role.

Step 2: Create the Guide

Copy the prompt on the left, replace the role title, and submit it in your approved chat tool.

Step 3: Check the Guide

Expected result: a timed guide with questions, follow-ups, and a score guide. Check that each question tests one stated work skill. Check that low and high scores describe work evidence, not a personal trait or a vague feeling.

Step 4: Tailor One Question

Replace one question that is too broad. Example: ask about coaching a team member who gives an unclear answer to a customer. Update its follow-up prompts and score guide so they test the same work skill.

Step 5: Use the Guide

Share the accepted guide with the interviewer before the meeting. Use the score guide to record evidence. The interviewer and hiring team make the hiring choice.

Ready to Use When

- ☐ The guide has a clear time plan and five job-related questions.
- ☐ Each question tests a stated work skill.
- ☐ Each score level describes evidence from past work.
- ☐ The interviewer can use the guide without adding personal questions.

Full Video Script

When to Use This, Tool, and Steps

Use this workflow when you need an interview guide but do not yet have one. You will start with a role title and create a 45-minute guide with job-related questions, follow-up prompts, and a simple score guide. In this fictional example, Maple Street Services is hiring a Customer Support Team Lead. The recruiter needs a guide that a hiring manager can use in the first interview.

This example uses Microsoft Copilot as a chat workspace. The same prompt, sequence, and checks work in Microsoft Copilot, ChatGPT, Claude, and Gemini. Interface labels and response wording may differ.

You will set the role, create the guide, check the guide, tailor one question, and use the guide.

Step 1: Set the Role

You only need a clear role title to begin. The prompt starts with three common job skills: coaching, problem solving, and clear communication. You can keep them or name skills that matter more for your role.

For Maple Street Services, use Customer Support Team Lead. The first interview needs to test how the person leads a small team, handles hard customer issues, and explains a decision. You do not need to collect a long brief before you start.

Use a chat tool your organization permits. Keep the guide focused on work skills. Do not ask the tool for questions about a candidate's private life, health, family, age, or other protected traits.

Step 2: Create the Guide

Open a new chat and copy the prompt from the Job Aid. Replace the role title. The prompt sets the interview length and names three job-related skills, so the first guide has a clear scope.

For this training example, enter Customer Support Team Lead. The tool should create an opening, five questions, follow-up prompts, a one-to-five score guide, and a close. It should also tell you if the default skills do not fit the role. That keeps the first draft focused without asking you to create the full guide yourself.

Step 3: Check the Guide

The expected result is a complete interview guide. Actual results may vary. First, check that each question tests one stated work skill. Read the score guide. A low and high score should describe what the candidate said or did, not a personal trait or a vague feeling.

There is a common problem to look for. A question such as “Are you a natural leader?” is not a useful job question. It asks for a self-view, not an example of work. The guide should ask for a real past situation, such as how the candidate gave feedback to a team member and what changed after that.

Step 4: Tailor One Question

If a question is too broad, give the tool one clear change. For Maple Street Services, ask it to replace any general leadership question with one about coaching a team member who gives an unclear answer to a customer. Keep the question about a real past event. Ask the tool to update the related follow-up prompts and score guide as well.

You decide whether the guide fits the real role and hiring process. AI can draft questions and scoring words. It does not rate candidates or make a hiring choice.

Step 5: Use the Guide

The guide is ready to use when it has a time plan, each question tests a work skill, each score level describes job-related evidence, and the questions fit the role. Share it with the interviewer before the meeting. Use the score guide to record evidence during the interview.

Finish and Recap

You set the role, created the guide, checked that the questions test real work, tailored one question, and prepared the guide for the interview. Open the Job Aid and use the same five steps for your next role.