The Final Interview Agenda

**A Full Understanding of the Requirements**

[Candidate Name]

[Date]

**Items to Be Discussed:**

* **Meeting Overview**
* **A Detailed Review of Our Position Requirements**
	+ - Roles & Responsibilities
		- Qualifications & Experience
		- Specific Expectations related to Performance
		- Work-Place Logistics & Parameters
* **A Discussion About Your FIT for this Position**
	+ - Your Experience & Qualifications
		- Your Interactions with Our Other Team Members
		- Your Personality Assessment & Communication Style
		- Your Other Positive Attributes & Criteria
		- Your Challenges or Concerns
* **Do You Have Any Questions?**
* **Next Steps**