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**