



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Wednesday, September 10, 2008

DEO 2008-06

MEMORANDUM FOR: Chief Human Capital Officers

FROM: Nancy H. Kichak, Associate Director, SHRP

Subject: Structured Interview Guide

The Office of Personnel Management (OPM) is pleased to provide information on developing and administering structured interviews as a component of our broader applicant assessment initiative.

[Structured Interviews: A Practical Guide](#) provides information on the benefits of adding structure to the interview process. The guide presents two types of structured interview questions, along with guidance on how to develop and use these questions. We encourage agencies to use the information in the guide to design their own structured interview process.

If you have any questions regarding the structured interview guide, please send us an email at competency@opm.gov. For more information about assessing job applicants, please visit the Personnel Assessment and Selection Resource Center at (apps.opm.gov/adt) or contact your assigned OPM Human Capital Officer.