

How to Use AI Tools to Improve Your Interview



Skills for Interviewers

Have a ton of turnover? Interviewing is a skill you can improve upon, but you need great feedback.

AI Tools to help you Improve

AI can provide the non-biased feedback you need to develop better skills, and use them more consistently.

Why Interviewing is Important

Being a better interviewer makes you a better manager, and helps you build a better team.



Section 1: Why Interviewing Skills Matter

Title: *"It's Not You, It's the Hiring Process"*

Introduction

Hiring someone isn't just a decision — it's a bet. And if you're like most teams, you're placing that bet with limited information, a rushed conversation, and a half-remembered resume. No pressure, right?

But here's the kicker: the way we interview hasn't changed much in decades. Meanwhile, the workplace has. Expectations have. And most importantly... **technology has.**

We don't need to keep guessing. With the right tools — and the right questions — we can turn interviews from vague gut-checks into structured, repeatable, bias-resistant hiring machines. Think less squirrel-chasing chaos, more smooth acorn-collection.



The background of the image is a close-up of a US dollar bill, showing the intricate patterns and textures of the currency. Overlaid on this is a thick red line graph. The graph starts at the top left, rises slightly, then drops sharply and steeply towards the bottom right, crossing over the face of the person on the bill. This visual metaphor represents the significant financial loss associated with a bad hire.

The Cost of a Bad Hire

Estimated cost of a bad hire:

- Entry-level role: \$5,000–\$10,000
- Mid-level role: \$20,000–\$40,000
- Leadership role: Up to \$250,000+



*(Visual Suggestion: Bar chart comparing bad hire costs by role level.
Caption: "Hiring the wrong nut is expensive.")*

Bad hires drain your time, morale, and budget. Worse? They're preventable.



Everyone hates firing– but what we really hate is hiring the wrong person.





The Candidate Experience Matters

Today's job market isn't just competitive — it's transparent. One rushed, awkward interview gets posted to LinkedIn or Glassdoor faster than a squirrel on espresso. Candidates talk, and your reputation rides on how you treat them — **not just who you hire.**

A great interview process:

- Shows respect
- Builds confidence
- Reflects your company values

A bad one? Well... let's just say ghosting isn't just a dating problem.



Why Traditional Interview Training Fails

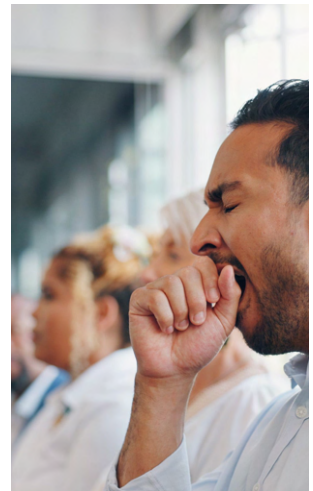
Old-school interviewer training is often:

Boring (raise your paw if you've sat through a bad HR slide deck)

Infrequent (usually right before someone quits)

Disconnected from actual performance

And most critically: it doesn't scale or stick.



Enter AI — The Interview Coach That Never Sleeps

AI tools can:

Transcribe your interviews (Hi, Fireflies )

Show you talk-time balance (Are you monologuing again?)

Detect filler words, bias, or overuse of “we” instead of “I”

Suggest better follow-up questions

Even build visual rubrics and team training decks (Yes, Gamma does that too)



Squirrel Tip:

You don't need to be a tech genius to make AI work for you. You just need to stop doing everything the hard way.

Up Next

Now that we've established *why* it matters, let's get out on the AI-Limb and see *what* AI can do for both sides of the hiring table — interviewers and candidates alike.



Section 2: The Squirrel's Secret Decoder Ring

What AI Can Analyze in an Interview (Without Ever Hearing Your Voice)

You don't need facial cues. You don't need tone. You don't even need thumbs.

All you need is a transcript — and maybe a talking squirrel with a laptop. Thanks to modern AI tools like Fireflies.ai, Gamma, and ChatGPT, you can now take a boring block of interview text and turn it into a behavioral goldmine. We're talking about **objective**, **reliable**, and **repeatable** insight — the kind that would take a human hours (and a few spreadsheets) to extract.

Let's unpack what this magical tech can do.





Who's Talking Too Much?

First up, **talk-time balance**. This one's big. In a great interview, the candidate should be doing most of the talking — ideally around **60–70%**. If the transcript reads like the interviewer is auditioning for a podcast, that's a problem.

AI can measure who's speaking, how often, and for how long. It even flags “over-explaining” — a classic squirrel trap where we get so excited about what *we* do that we forget to learn what *they* can do.





Who's Interrupting?

Nobody likes to be cut off — especially during an interview. But humans do it all the time, sometimes without realizing it. One of the superpowers of AI-driven transcription tools is they can pick up on how often interruptions happen — and who's doing the interrupting.

The result? Better coaching for interviewers *and* for candidates who struggle to hold the floor.





Who's Being Vague?

Here's a fun game: read a transcript and count how many times someone says "kinda," "sort of," "maybe," or "I guess." These filler phrases aren't just annoying — they weaken answers, create ambiguity, and undermine confidence.

AI can flag these patterns and give you a summary of where a response falls flat. It's like having a grammar coach, a therapist, and a job coach rolled into one — minus the hourly rate.





Who's Taking Ownership?

There's a big difference between **"we did it"** and **"I led it."** AI tools are smart enough to catch whether a candidate is deflecting responsibility or claiming it. This isn't just semantic — it reveals confidence, contribution, and leadership instincts.

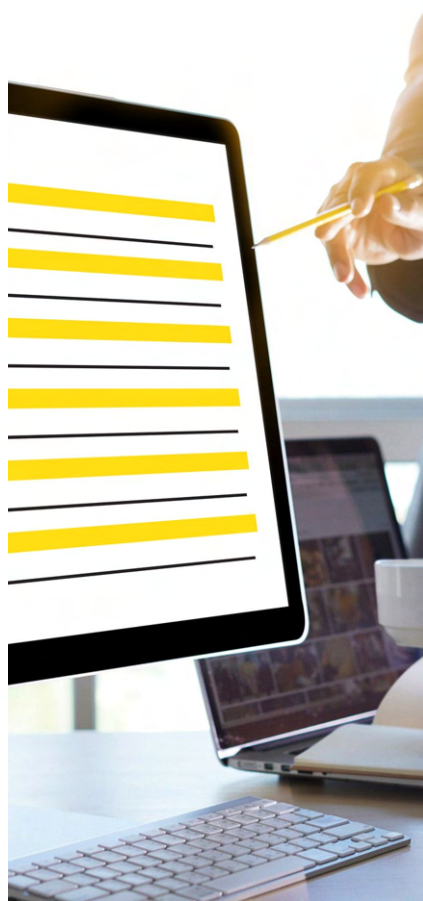
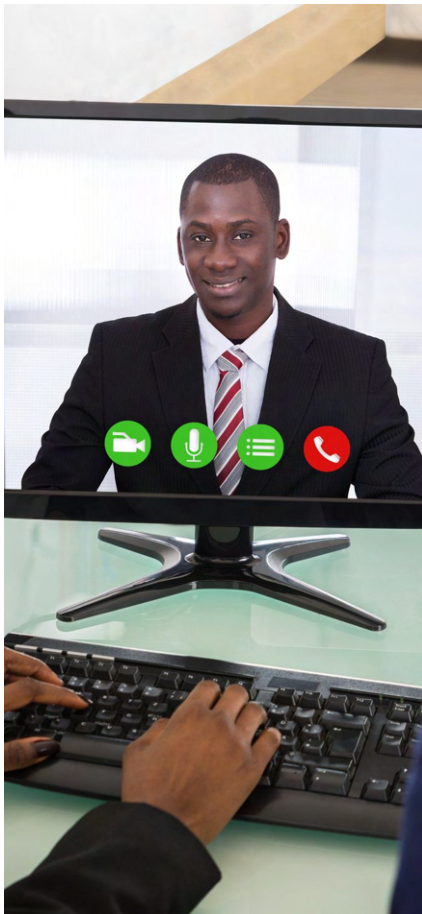
You can prompt ChatGPT with:

“

"Does this candidate demonstrate individual ownership?"

And get a nuanced breakdown of how they positioned themselves in each answer.





Who's Asking the Right Questions?

Let's not forget the interviewer. Transcripts reveal when interviewers skip critical follow-up questions or fail to dig deeper. An AI tool can flag spots where a juicy answer got no response — a missed opportunity for insight, and a red flag for training.

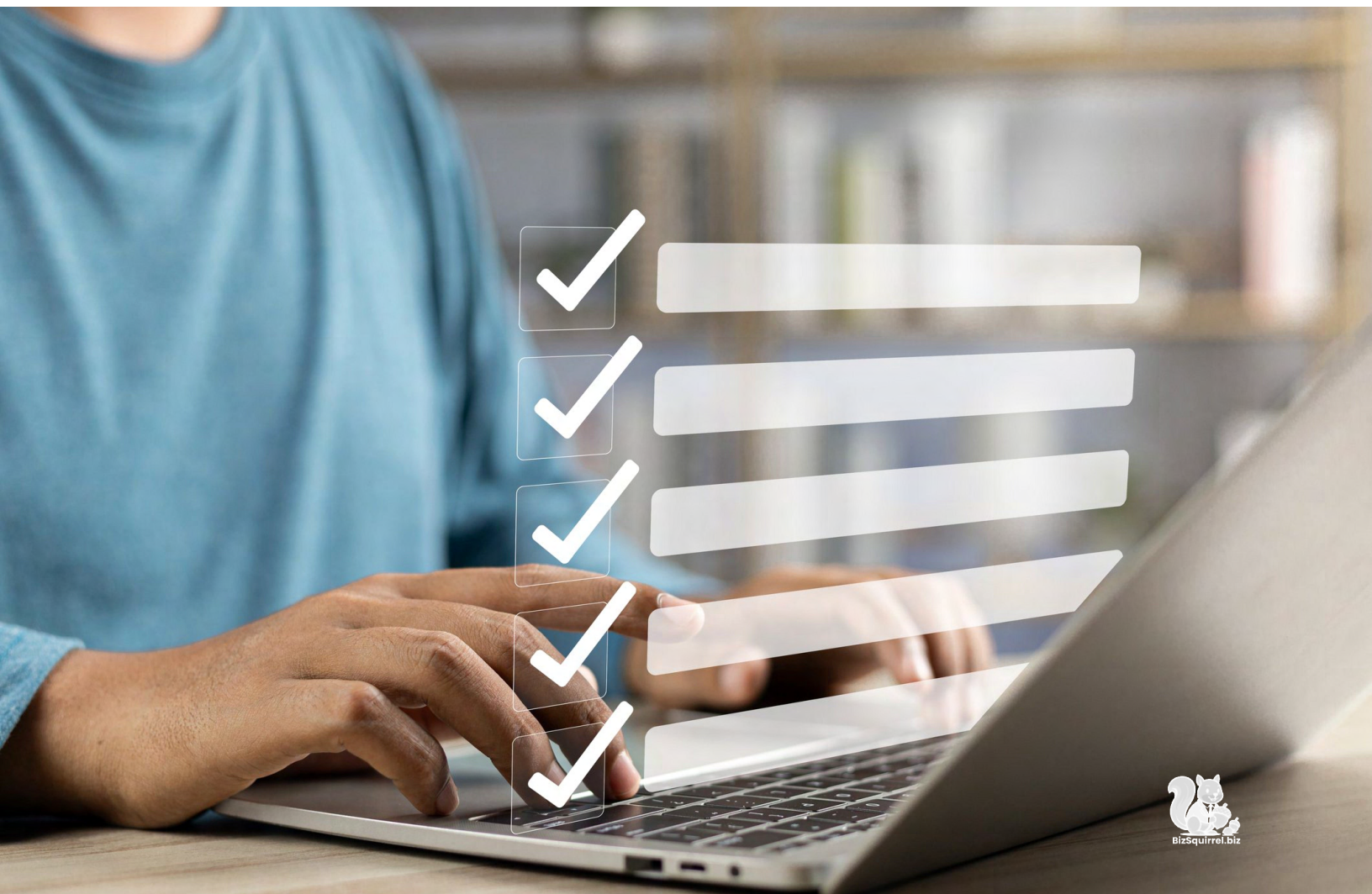


Real-World Snapshot

Candidate: "We did a thing... kind of a product rollout... I helped, I think." **AI**

Summary: Passive language. No clarity. No measurable result. Lacks ownership. **Rewrite (with coaching):** "I led the product rollout for our internal HR tool, which decreased onboarding time by 28% in Q4."

One of those answers gets a call back. The other gets ghosted.



If It's in the Transcript, It's on the Table

AI can't read minds, but it can read patterns. And those patterns — when measured and fed back correctly — turn good hiring teams into great ones.

All without recording video. All without guessing. All without spreadsheets duct-taped together on a Friday at 4:58 PM.



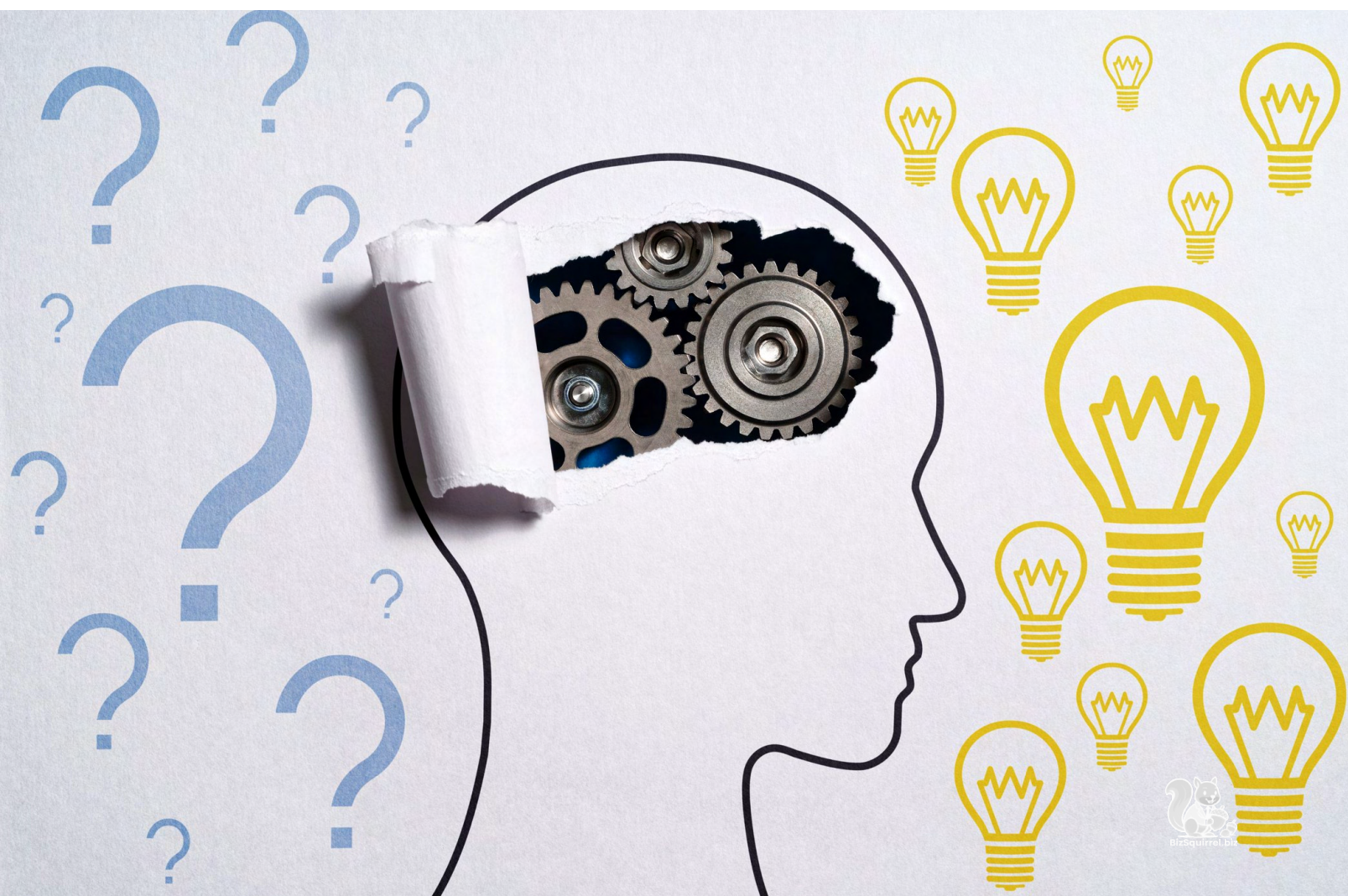
Squirrel Tip: After every recorded interview, feed the transcript into ChatGPT and ask:

“What did this candidate do well?”

“Where did the interviewer miss a follow-up?”

“What tone did this response convey?”

It's like giving your team a behavioral microscope.



Section 3: The Candidate Whisperer

*How to Use AI to Coach, Clarify, and Clean Up
Interview Responses*

Some people are brilliant, but boring. Some are confident, but chaotic. And some just can't quite find the words — even though they've done the work. Looking for a job? This section is for you!



Once you've recorded an interview and pulled a transcript (hello again, **Fireflies.ai**), you've got a document more powerful than a resume and more honest than a reference check. Why? Because it's unfiltered. It's live. And — best of all — it can be coached.

Let's look at how AI helps candidates level up, even after the interview ends.





Filler Words: The Verbal Packing Peanuts

Let's be honest — we all use them. "Like." "You know." "Sort of." These harmless-sounding fillers add up fast, and in a high-stakes interview, they can make a great candidate sound unsure, immature, or even unprepared.

ChatGPT can scan a response and count how often filler words appear. You can prompt it with:

“

“Highlight all filler phrases in this answer.”

Then, using that feedback, rewrite the answer together in a cleaner, more professional voice.



Before:

“

“So, like, we kinda had this situation where I
guess I managed a team...”

ouch.

After:

“

“I led a three-person team through a product delay by implementing a revised sprint schedule.”

Same squirrel. Way better acorn.



Structuring the Chaos: Coaching STAR Responses

The STAR method (Situation, Task, Action, Result) is the gold standard for behavioral interviews. But most candidates forget at least one part — usually the “Result,” which is arguably the most important.

With ChatGPT, you can paste in a messy answer and prompt:

“

“Rewrite this response using STAR format. Emphasize impact.”

And voilà — what was once a rambling story becomes a structured success narrative.



A woman with brown hair and blue eyes is the central figure, looking directly at the camera with a surprised expression. She is wearing a white lace-trimmed long-sleeved shirt. Several hands are using various tools on her: one hand uses white-handled scissors on her hair, another uses a paintbrush with blue and white paint on her forehead, a third uses a green paintbrush on her eyebrows, a fourth uses a large red pencil on her lips, and a fifth uses a small white sponge on her cheek. The background is a painted backdrop of a snowy mountain range. The text 'Real-World Makeover' is overlaid in the center in a large, white, sans-serif font.

Real-World Makeover

WOOF!

Original Candidate Answer:

“

“Yeah, so we had a project that was super chaotic, and I helped kind of clean it up. It went okay in the end.”



AI-Coached Rewrite:

“

“During a CRM migration in Q2, I noticed our support team lacked a proper workflow. I designed a new ticket routing system that reduced resolution time by 30% and improved customer satisfaction scores by 15%.”



It's the same story — but with numbers, clarity, and confidence. That's not a trick. That's training.

Coaching Without the Awkwardness

Here's the beauty of using AI as your feedback tool: it removes personal judgment.

Instead of saying, "That answer was kind of weak," you can say, "Here's what the transcript says. Want to see how AI suggests strengthening it?"

It's more collaborative, less confrontational, and way more effective.

Plus, candidates are often more open to revising their language when they see a clearer, stronger version of their own words. It feels like leveling up — not like being corrected.





Feedback, Fast and Friendly

You don't need a whole coaching session. You just need the transcript, a few key prompts, and five minutes of focused review.

Try things like:

- "Does this candidate take ownership in this answer?"
- "What would improve the clarity of this response?"
- "Flag anything vague or indirect in this section."

ChatGPT- with the help of a transcript app like [Fireflies.ai](#) – doesn't just identify problems — it gives you solutions.



Squirrel Tip: Don't Just Grade — Guide.

Hiring isn't a game of gotcha. It's about helping people show their best work in the clearest way possible. And if someone has great experience but struggles to articulate it, don't pass them by. Coach them up.

Because at the end of the day, we're not just hunting for the best acorns — we're cultivating a better tree.

Would you like me to continue into Section 4: *Coaching the Coaches* (the interviewer behavior rubric) in this same style? You said: Yes, let's do Section 4. ChatGPT said:



Section 4: Coaching the Coaches

Using AI to Improve Interviewer Behavior (Without Hurt Feelings or HR Write-Ups)

Here's a hard truth that most companies won't admit out loud: **The biggest problem in your hiring process might not be your candidates — it might be your interviewers.**

That's right. Even the most charming team leads and brilliant department heads can turn into verbal tornadoes once you put a candidate in front of them. They interrupt. They ramble. They forget to explain what the job is. They ask things like, "Where do you see yourself in five years?" (Cringe.)

And if no one gives them feedback? They just keep doing it.

The good news is, AI can help — and it doesn't have to feel like a performance review in disguise.



The Interview Mirror: What Transcripts Reveal

When you record and transcribe interviews, you're creating a behavioral mirror. What someone *thought* they asked vs. what they *actually* said? Night and day.

Here's what AI can pick up from a simple interview transcript:

- **Interruptions:** How often does the interviewer cut the candidate off mid-sentence?
- **Talk-time dominance:** Is the interviewer speaking more than 40% of the time?
- **Follow-up discipline:** Are they asking thoughtful follow-ups — or just moving to the next checkbox?
- **Tone and warmth:** Are they building rapport, or interrogating like a grumpy customs agent?
- **Bias or inconsistency:** Are different candidates being asked completely different questions?



All of these patterns live in the words — and AI can help you bring them to the surface *without drama*.

Scoring so easy a Squirrel Can Do It!

With a structured rubric — yes, we built one — you can score interviewers across key behaviors using a simple 1 to 5 scale.

Here's how it works:

1–2 (❌ – **Needs Work**): Frequent interruptions, vague questions, cold tone

3–4 (⚠️ – **Acceptable but Uneven**): Some structure, some warmth, but inconsistent execution

5 (✅ – **Squirrel Gold Standard**): Clear, consistent, warm, and focused on candidate experience

This rubric isn't just for feedback — it's for growth. You can use it to track improvement over time, compare across teams, or build a culture of interviewer excellence. (Squirrels take pride in their nests. You should too.)



Real Transcript Coaching Example



Actual Line:

“

“Can you walk me through your resume, but like, focus on the parts that matter most?”



AI Feedback:

“

Unclear instructions. Judgmental tone. No criteria provided. Lacks structure.

Rewritten Version:

“

“I’d love to hear about your most relevant experience for this role.
Could you walk me through 2–3 highlights you’re most proud of?”

Same question. Better tone. Stronger focus. Professional polish — without
sounding robotic.

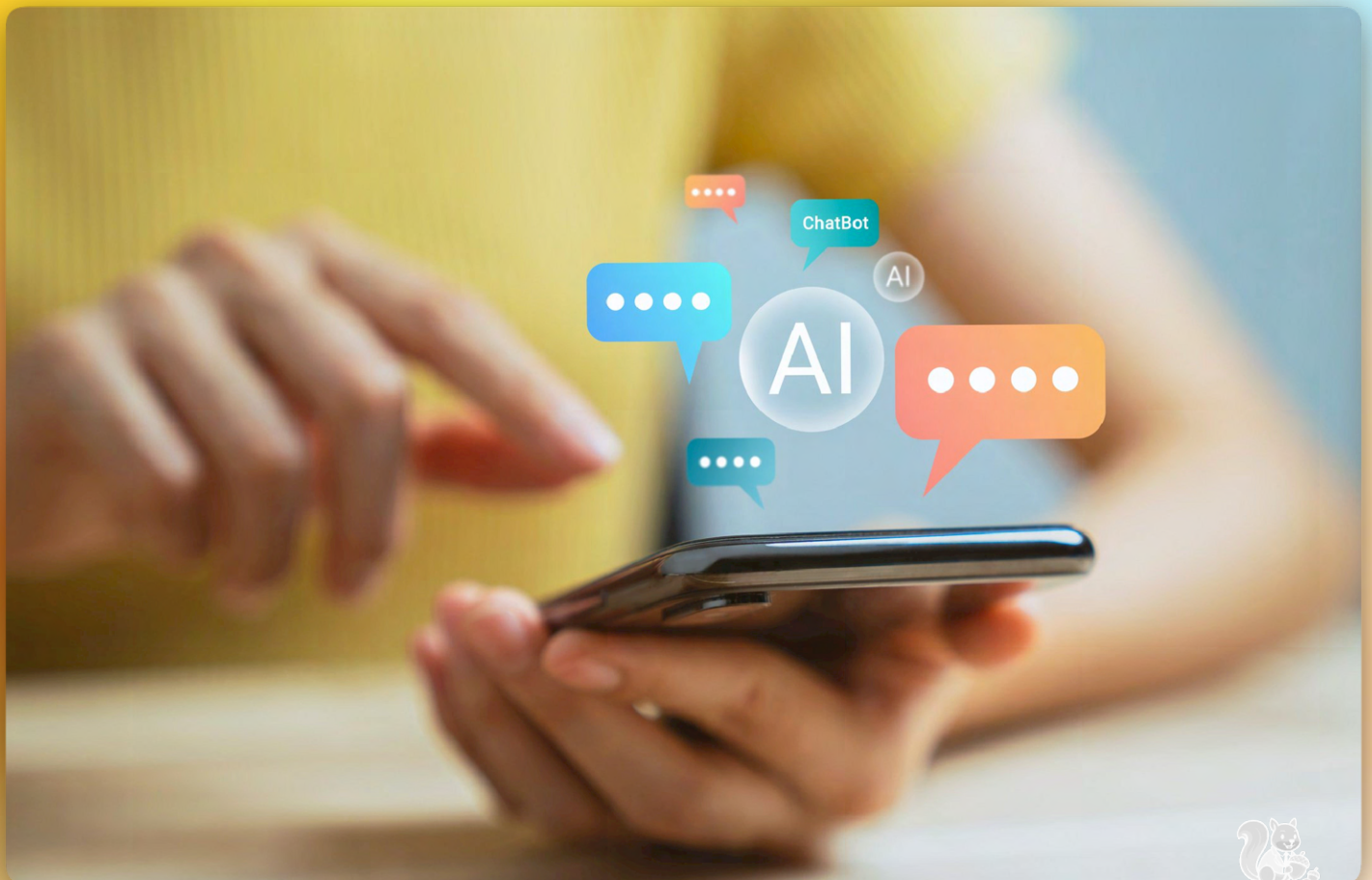


Use ChatGPT for Live Coaching

You don't need to memorize a rubric. You can simply feed a transcript into ChatGPT and ask:

- "How would you rate this interviewer's tone and listening skills?"
- "What follow-up questions were missed in this section?"
- "Does this transcript reflect any potential bias or inconsistency?"

You'll get actionable insights you can share privately with your team — or even anonymize for group training.



Create with AI

How would you like to get started?



Paste in text

Create from notes, an outline, or existing content

★ RECOMMENDED



Generate

Create from a one-line prompt in a few seconds



Import file or URL

Enhance existing docs, presentations, or webpages

Build Training Decks with Gamma

Once you've analyzed a few transcripts, use [Gamma](#) to build custom, AI-assisted training decks.

Use real (but scrubbed) examples from your interviews. Create visual heatmaps of where interviewers talk the most. Add tips, dos/don'ts, and links to the rubric. Suddenly, your interviewer training isn't just a slide deck — it's a self-improving system.





Squirrel Tip: The Best Interviewers Aren't Born — They're Built.

Nobody wakes up magically knowing how to interview well. It's a skill. And like any skill, it gets better with feedback, tools, and practice.

With AI, you don't need to rely on gut feeling or secondhand impressions. You've got the transcript. You've got the tools. Now, you've got the playbook.

Use it. And build interviewers who don't just evaluate — they elevate.



You don't need a crystal ball or magic wand. You just need structure and practice.



Section 5: Everything But the Nuts

The AI Toolkit That Makes You an Interviewing Powerhouse

Every craftsquirrel (yes, that's a thing now) needs the right tools. And if you're serious about upgrading your hiring game — not just for candidates, but for your team, your culture, and your sanity — you're going to want more than just a notepad and gut instinct.

Luckily, we live in a world where artificial intelligence is more accessible than ever. You don't need a PhD. You don't need a data science team. You just need a laptop, a few browser tabs, and this toolkit.



Fireflies.ai – *Your All-Seeing, All-Hearing Interview Recorder*

Fireflies is like the squirrel who never forgets. It listens, it transcribes, it summarizes, and it does it all automatically. Record Zoom interviews, sync with your calendar, and review transcripts in minutes.



What It's Great For:

Auto-recording and transcribing every interview

Highlighting who talked when, and for how long

Searchable insights across all your calls or phone interviews.

Reviewing tone, pace, and word use

AI Tip: After your interview, prompt ChatGPT with:



"Analyze this Fireflies transcript for follow-up opportunities the interviewer missed."



Click [here](#) for a free trial of Fireflies





ChatGPT – *Your Feedback Machine, Coach, and Ghostwriter*

Yes, ChatGPT makes jokes. But it also makes hiring better. When paired with transcripts, it becomes a feedback engine you can use to rewrite vague answers, analyze behavior, and generate stronger follow-up questions on the fly.

What It's Great For:

- Rewriting candidate answers using STAR format
- Identifying filler words, passivity, or dodging
- Creating structured rubrics and question sets
- Giving behavioral feedback without being mean



Example Prompt:

“

“Rewrite this candidate response to sound more confident and include a measurable result.”

No judgment. Just results.

GAMMA

Gamma.app – Your Beautiful, Dynamic Training Deck Maker

Presentations are boring. Gamma makes them not boring. Use Gamma to build AI-generated slide decks that actually look good, include smart layouts, and help your hiring managers understand what good interviewing looks like.

Build anything, beautifully



White paper

*** Gamma isn't JUST for presentations. Great information can be turned into white papers, training guides, SOP's, Case Studies– even social media posts.



What It's Great For:



Click [*here*](#) to access a
free trial of Gamma!

- Onboarding new interviewers with visuals that stick
- Turning behavioral rubrics into decks in minutes
- Sharing anonymized transcript breakdowns
- Making “training” not feel like a punishment

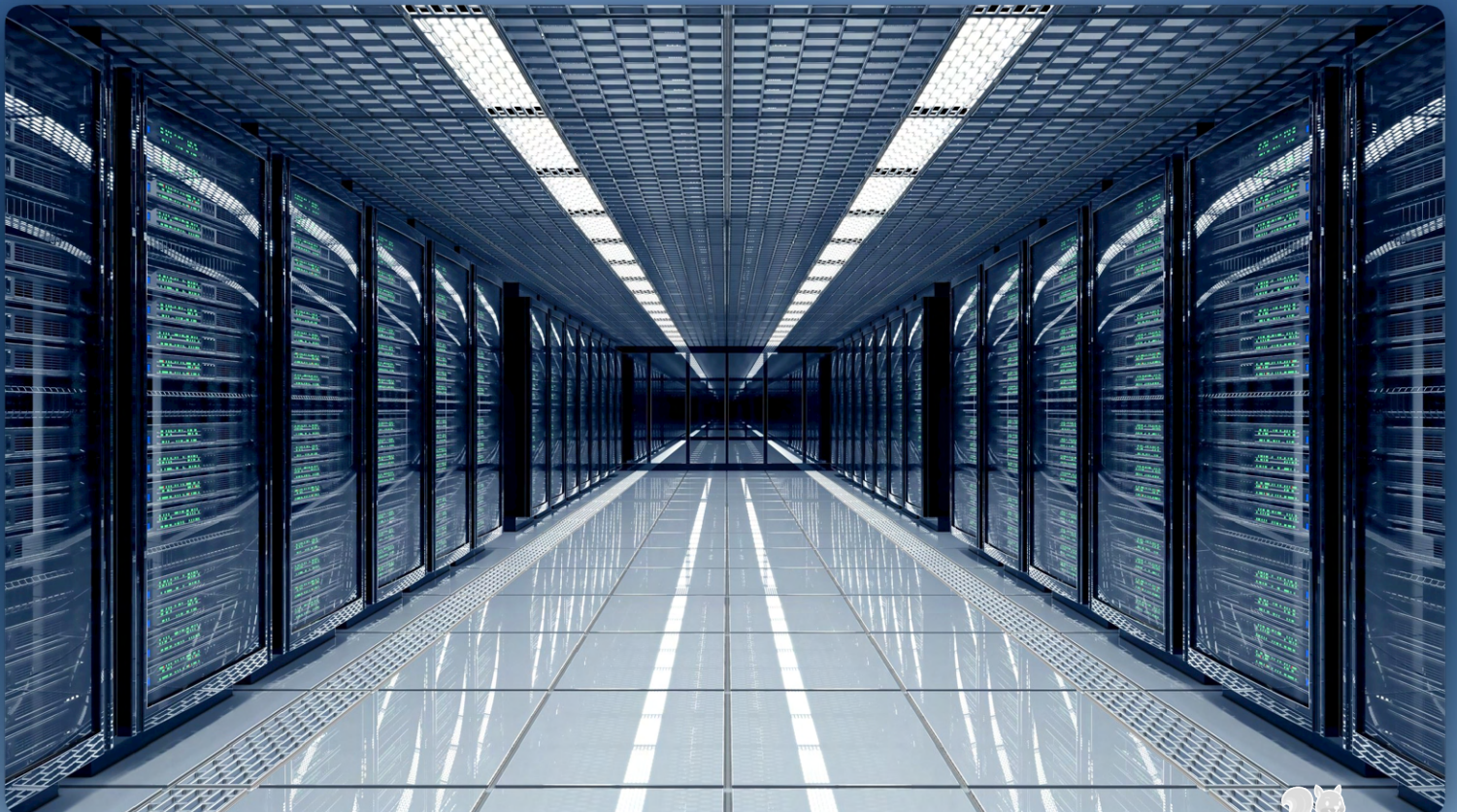
Notion (or your favorite doc system)

– *The Brain of Your Interview Process*

Notion is the place to track interview rubrics, store templates, and log coaching progress. You can even embed Fireflies summaries or ChatGPT transcripts right into your workspace.

What It's Great For:

- Rubric scoring logs
- Interview template library
- Tracking coaching by interviewer
- Keeping candidate notes organized



Typeset – *Your Guide Builder & Brand Booster*

This guide was created in a product called **Typeset**. That's because design matters — and your internal hiring tools should look as sharp as your external ones. Typeset helps you build great-looking resources fast.

What It's Great For:

- Creating printable rubrics and 1-pagers
- Making SOPs that people *actually* read
- Turning your AI insights into something visual and shareable
- Using AI to do it all lighting FAST

Click [here](#) for a free demo of Typeset.



Use These Tools Together Like This:

1. Record the interview with **Fireflies**
2. Transcribe and analyze with ChatGPT
3. Score behavior using your rubric in Notion
4. Build training decks in **Gamma**
5. Package and publish your best tools in **Typeset**

It's a squirrel-sized workflow. But it builds big results.



Squirrel Tip: Pick one tool and get really good at it. You don't need all five to start — just the courage to stop doing things the hard way.



Section 6: Nuts and Bolts

How to Structure an Interview Without Sounding Like a Robot or a Reality Show Host

You've got your tools. You've got your rubric. You've got transcripts, tech, and training. But none of it matters if your interviews feel like a confused scramble through a pile of dry leaves.

Structure matters. And while no two interviews are exactly alike, every good interview has a rhythm — a flow that builds rapport, digs deep, and leaves the candidate thinking, *"Even if I don't get the job, that was a great conversation."*

Let's build that experience. One acorn at a time.



How Long Should a Real Interview Take?

Most structured interviews fall between **25 and 45 minutes**. Shorter, and it feels rushed. Longer, and it risks becoming a therapy session. Here's the sweet spot, BizSquirrel-style:

| Segment | Duration | Purpose |
|--------------------------------------|---------------|---|
| Intro & Rapport | 5 minutes | Set the tone. Explain the process. |
| Core Questions (Behavioral + Fit) | 15–20 minutes | Discover what matters. |
| Role-Specific Deep Dive | 10 minutes | Tech, leadership, creative — go deeper. |
| Candidate Questions | 5–10 minutes | Let them interview you. |
| Wrap-Up & Next Steps | 2–3 minutes | Set expectations. Say thank you. |



What Should You Say at the Start?

If you're the interviewer, the first few minutes set the tone. Candidates are nervous. You're trying to read them. They're trying to read you. This is where most interviews go sideways — or start to build trust.



Here's a great opening script:

“

“Thanks so much for joining us today. We're excited to learn more about you. Just to give you a quick heads-up, here's how the interview will go: we'll ask a few questions to understand how you work, dig a bit into your experience, and then leave time at the end for your questions. Sound good?”

It's friendly. It's clear. And most importantly — it makes the candidate feel like this is a conversation, not a courtroom.



What Should You Ask?

We'll assume by now you're using your trusty AI tools and rubrics to generate great questions. But here's a basic structure you can't go wrong with:

1. **"Tell me about a time you..."** – Classic behavioral lead-in
2. **"What was the outcome?"** – Because so many forget this part
3. **"What would you do differently?"** – Shows reflection and learning
4. **"How do you typically approach [X]?"** – Flexes their process muscle

Bonus squirrel move: ask them how they'd describe your company to a friend after this interview. It reveals what stuck, what confused them, and how much they actually understood about your role and brand.

What Should You Say at the End?



Too many interviews end with a shrug. Don't let yours be one of them. Wrap it up with confidence and clarity:

“

“Thanks again for taking the time today. We really appreciate it. You'll hear from us by [Friday / early next week / insert date], and if any questions come up in the meantime, feel free to reach out to [HR/contact].”

And if you're feeling like a five-star squirrel:

“

“Was there anything we didn't ask that you were hoping to talk about?”

That one question? It makes people feel seen.



Consistency is Kindness

If you're interviewing five people for the same role, they should all get roughly the same structure. Not necessarily the same questions word-for-word — but the same tone, pacing, and opportunity to shine. That's not just fairness — it's good business.

(Also, it protects you from the awkward HR call no one wants.)



Squirrel Tip: Every interview is a chance to sell your company. Even if the candidate isn't the right fit, how you treat them will echo in your brand's reputation. Don't just screen — connect.



Section 7: Going Full Squirrel

How to Scale, Systematize, and Sharpen Your Interviewing Process with AI

At this point, you've got the fundamentals: transcripts, structure, rubrics, tools, tone. You've transformed a chaotic interview process into something that actually works. Something intentional. Something respectful.

Now it's time to ask the bigger question: **How do we make this scalable?** Because unless you plan to personally sit in on every single interview until retirement, you're going to need systems — not just instincts.



Luckily, you're armed with something most companies never fully utilize: data from your own interviews.

And thanks to AI, that data doesn't sit in a folder. It works for you.



Pattern Recognition: Your New Secret Weapon

When you use tools like Fireflies and ChatGPT across dozens of interviews, something magical happens: **patterns emerge**.

You'll see:

- Which interviewers consistently talk too much
- Which questions produce the most revealing answers
- Where bias creeps in — subtly or not so subtly
- Which roles tend to trip candidates up, and why

This isn't about micromanaging. It's about **scaling excellence** without scaling your workload.



Train New Interviewers in Record Time

Most interviewer training sounds like this:

“Just sit in on a few and you’ll get it.”

That’s not a training plan — that’s tribal chaos.

Instead, give new team members:

- A **rubric** that shows what great interviewing looks like
- A **Gamma deck** with anonymized transcript snippets to highlight good (and bad) behaviors
- A **recorded interview or two** from a top performer, with AI commentary pointing out best practices

Suddenly, your training doesn’t just scale. It sticks.



Use AI to Pre-Screen and Simulate Interviews

You can also bring AI into the pre-screening phase. Imagine this:

- Candidates are sent **scenario-based questions** via a form or chatbot
- Their responses are **fed through ChatGPT**, which checks for clarity, ownership, and structure
- You use the output to **prioritize who gets a real interview**

This doesn't replace humans. It **protects** them — from burnout, bias, and backlogs.

It's not just faster. It's fairer.



Build a Feedback Loop That Actually Feeds

Most hiring teams get stuck because feedback is either:

- Too vague (“She wasn’t a culture fit.”)
- Too late (“We hired them. Now we regret it.”)
- Or completely missing

AI-powered interview systems can help you:

- Capture and score behaviors
- Summarize interviewer performance
- Show who’s improving — and who’s not





Squirrel Tip: Scaling doesn't mean getting robotic. It means making the human parts more consistent — and freeing up time to actually connect.

The more structured and supported your interview process becomes, the more space your team has to be present, curious, and — dare we say it — human.

Next up, let's equip your readers with a toolbox they can take home. In **Section 8**, we're dropping templates, prompt guides, and rubrics galore. Ready? Let's go.

You said: Let's do it
ChatGPT said:
Here we are — the final section of your guide. Time to hand your readers the actual tools they need to put all this squirrel wisdom into action. No fluff, no filler, just practical nuts and bolts.

Section 8: Cheat Codes for Better Hiring

Templates, Tools, and Prompts to Make Your Interview Process Actually Work

Congratulations — if you've made it this far, you're no longer just an interviewer. You're a structured, AI-powered, rubric-carrying, empathy-balanced **Interview Strategist**.

But let's not stop at theory.

In true BizSquirrel fashion, we're going to send you back into the hiring woods **with a rucksack full of actual tools**: plug-and-play templates, rubrics, prompt libraries, and examples you can copy, customize, and deploy today.

This is where great intentions become repeatable action. You ready?





Tool 1: The Interviewer Behavior Rubric (1–5 Scoring Scale)

Use this to evaluate — and coach — every interviewer on your team.

Key Categories to Score:

- Interrupting vs. active listening
- Talk-time ratio (ideal: 30–40% interviewer, 60–70% candidate)
- Clarity of questions
- Follow-up strength
- Warmth and tone
- Consistency across interviews
- Time management
- Openness to candidate questions

Score Range:

- 1–2 (❌ Poor): Needs intervention
- 3–4 (⚠️ Adequate): Functional but inconsistent
- 5 (✅ Excellent): Structured, fair, and candidate-friendly



Use Notion, Google Sheets, or any scoring tool to track this week-over-week.





Tool 2: The Candidate Coaching Checklist

Perfect for mock interviews, career coaching, or internal development programs.

Checklist Includes:

Did the candidate follow STAR structure?

Were results measurable?

Was ownership clearly stated?

Were filler words kept to a minimum?

Was the question fully answered?

Did the candidate loop in the role/skills they're applying for?



**Squirrel Bonus: Paste their answers into ChatGPT and prompt:
"Rewrite this using STAR format with a confident, concise tone."**





Tool 3: Prompt Library for ChatGPT

Use these exact prompts to get results, fast.

Interview Analysis:

- “Highlight all instances of passive language in this transcript.”
- “What follow-up questions did the interviewer miss?”
- “Rewrite this candidate’s response to improve structure and clarity.”

Behavior Scoring:

- “Based on this transcript, score the interviewer’s listening skills from 1–5 and justify your rating.”
- “Does this interviewer create psychological safety for the candidate?”

Candidate Coaching:

“List ways this candidate could improve this answer without changing the facts.”

“What does this response tell you about the candidate’s communication style?”

“

These prompts aren’t just shortcuts. They’re how you make AI a second brain — not a second guess.



Tool 4: Fireflies Setup Flow

Step-by-Step:

1. Connect your Google or Outlook calendar
2. Set Fireflies to auto-record interviews (Zoom, Meet, Teams)
3. Share permissions only with your hiring team
4. Tag interviews with roles, interviewer names, and candidate initials
5. Export the transcript — then let ChatGPT or your rubric take over



“Click here to try [Fireflies.ai](#) free.”



Tool 5: Gamma Deck Template

Create a training deck for your hiring team in 10 minutes:

- Slide 1: “Why Structured Interviews Matter”
- Slide 2: “Top Mistakes (Based on Our Own Transcripts)”
- Slide 3: “How to Use the Rubric”
- Slide 4–8: Real examples (good and bad) with side-by-side commentary
- Slide 9: “Our Interviewing Values”
- Slide 10: “Let’s Go Practice”

Make it visual. Make it human. Make it consistent.



Create your own in Gamma



Squirrel Tip: Make these tools *yours*. Edit the language. Add your branding. Squirrel it away in your onboarding docs, your team training, or your job seeker resource portal. This isn't a one-time trick — it's your new foundation.

And just like that, your treehouse is built.

All that's left? One small note before you run off and revolutionize your hiring process...





Affiliate Disclosure

This guide includes affiliate links to tools like Fireflies, Gamma, and others. That means if you click through and sign up, this squirrel may earn a commission — at no extra cost to you.

But don't worry. We don't recommend fluff. Every tool in this guide has been hand-picked, tested, and declared "nut-worthy" by the BizSquirrel team. We only share what we actually use — or wish we had back when we were cobbling together PDFs and Google Docs at 2am.

Thank you for trusting us with your time, your process, and your path toward better interviews.

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Final Squirrel Tip:
Interviewing is a skill. A process. A system. But it's also an act of respect. You're not just filling a seat. You're building a team. These tools help you do it with fairness, clarity, and confidence. So go out there. Be curious. Be kind. Be better than yesterday.