

Candidate's Name:

Position Interviewing for:

Interviewer's Name:

Date of interview:

Position Specific Competencies Example: (Rate on a scale of 1 - 4)

Instructions: Customize the form to include key competencies needed to perform the job.

Attention to Detail	1	2	3	4
Drive / Ambition	1	2	3	4
Interpersonal Skills	1	2	3	4
Company Culture Fit	1	2	3	4
Customers Service Skills	1	2	3	4
Communication Skills	1	2	3	4

Interview Questions and Candidate Responses Example:

Instructions: Customize a list of questions for each position. Ask the same questions to all candidates for the position. Write down their responses.

- 1) What is it about this position that interests you?
- 2) Why are you leaving your current employer?
- 3) Tell me about your biggest success?
- 4) Tell me about your biggest failure?
- 5) What managerial style brings out your best? What are you looking for in a boss?

Overall Reflection Example:

Instructions: Reflect on the candidate.

Do their skills match those necessary to perform well in this job?

Yes No

Will they work well with others in the office?

Yes No

Will they interact with your clients in the manner you desire?

Yes No

Other Observations Example:

Instructions: Check one.

Recommend for Hire

Do Not Recommend for Hire

Recommend for Hire with Reservations

- List of Reservations: