

EMPLOYMENT INTERVIEW

Name:					Date:	
Position desired:						
Interviewer:						
(Applicants will be rated in each category on a scale of 1 to 5 with 5 being best.)						
Experience	1	2	3	4	5	
Comments:						
Skill level	1	2	3	4	5	
Comments:						
Knowledge	1	2	3	4	5	
Comments:						
Interest in position	1	2	3	4	5	
Comments:						
Appearance	1	2	3	4	5	
Comments:						
Communication skills	1	2	3	4	5	
Comments:						
Overall rating	1	2	3	4	5	
Comments:						

Interviewer's signature: _____

EMPLOYMENT INTERVIEW

APPLICANT:		DATE:
<input type="checkbox"/> GENERAL INTERVIEW	<input type="checkbox"/> PROMOTION INTERVIEW	JOB TITLE DESIRED:
INTERVIEWER:		TITLE:
DEPARTMENT SUPERVISOR:		TITLE:

- 1st Interview 2nd Interview 3rd Interview

After the Interview, check the appropriate box in each section. Add any comments if needed.

FACTORS	COMMENTS
JOB EXPERIENCE <input type="checkbox"/> Applicant has excellent experience and background. <input type="checkbox"/> Strong experience and background. <input type="checkbox"/> Acceptable experience and background. <input type="checkbox"/> Background somewhat pertinent. <input type="checkbox"/> Background not pertinent.	
JOB KNOWLEDGE <input type="checkbox"/> Extremely knowledgeable; able to handle job without training. <input type="checkbox"/> Very efficient; little training needed. <input type="checkbox"/> Basic, but able to learn on the job. <input type="checkbox"/> Extensive training required. <input type="checkbox"/> Not related to this position.	
GENERAL WORK FIELD INFORMATION <input type="checkbox"/> Has excellent knowledge and understanding of the field. <input type="checkbox"/> Knowledge and understanding of field is above average. <input type="checkbox"/> Knowledge of field is at an average level. <input type="checkbox"/> Has little knowledge and understanding of field. <input type="checkbox"/> Knowledge and understanding of field is very poor.	
CREATIVITY <input type="checkbox"/> Excellent creativity; always proposing ideas. <input type="checkbox"/> Searches for better methods and alternatives. <input type="checkbox"/> Able to create on an average level. <input type="checkbox"/> Has few new suggestions or ideas. <input type="checkbox"/> Very low degree of creativity.	
INITIATIVE <input type="checkbox"/> Sets very high goals. <input type="checkbox"/> Makes an effort to succeed; possesses confidence. <input type="checkbox"/> Goals are set at an average level; sometimes takes initiative. <input type="checkbox"/> Limited goals; not very responsible. <input type="checkbox"/> Relies on others too often; goals are minimal.	
MOTIVATION <input type="checkbox"/> Excellent motivation; strong desire to work, keeps very informed. <input type="checkbox"/> Very interested in job and makes inquires. <input type="checkbox"/> Desire to work. <input type="checkbox"/> Little interest in position. <input type="checkbox"/> Not interested in position; impassive.	

EMPLOYMENT INTERVIEW

The applicant is:

- A highly recommended applicant A possible candidate for other position A very unlikely candidate
 A possible candidate Other

Type of position this applicant seems to have experience for:

INTERVIEW'S SIGNATURE: _____ DATE: _____