

Interview and Evaluation Guide

Interviewer Name: _____ Date: _____

Applicant Name: _____

Introduction

Applicant completes application form.

Interviewers introduce themselves and their role and briefly discuss the following:

- Description of the company and its products/services
- We are looking for a _____

Warm-up question	Comments and Rating (5=highest/best 1=lowest/worst)
<p>1. What kind of work do you like to do? <i>(Rate how relevant is that to this job?)</i></p>	5 4 3 2 1
<p>Skills questions</p>	
<p>2. What kind of projects have you been involved in that included _____? And what responsibilities have you had on a day-to-day basis.</p> <p>Give us an example of a project that you worked on, what you did specifically, and the results.</p> <p><i>(focus on what candidate did, not what the team did).</i></p>	5 4 3 2 1
<p>3. Have you used _____? If so, how have you used them?</p> <p><i>(look for knowledge of relevant tools and technology)</i></p>	5 4 3 2 1

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<p>4. How do you check your own work?</p> <p><i>(look for how understanding of work process)</i></p>	<p>5 4 3 2 1</p>
<p>5. Describe the PROCESS you use in order to meet deadlines, track tasks, and how do you manage that. Give an example from your last position.</p> <p><i>(look for: tools, terminology, communication)</i></p>	<p>5 4 3 2 1</p>
<p>6. What special aspects of your education and training prepared you for the job you're describing</p> <p><i>(look for: education, hand-on, resourcefulness)</i></p>	<p>5 4 3 2 1</p>
<p>7. Any other aspect of your experience that you would like to bring to our attention?</p>	<p>5 4 3 2 1</p>
<p>Organizational Fit</p>	
<p>8. Tell us about a time that you failed, what was the failure and how did you turn it around?</p> <p><i>(look for poise, what was learned, humility)</i></p>	<p>5 4 3 2 1</p>
<p>9. How much, if any, interaction with clients / customers have you experienced in the past. Give us an example.</p> <p><i>(look for communication skills, confidence)</i></p>	<p>5 4 3 2 1</p>
<p>10. If you were hired for this job, what would be the next position in the company for you? Why?</p> <p><i>(look for motivation and ambition)</i></p>	<p>5 4 3 2 1</p>

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11. What skills and knowledge do you feel you need to develop to prepare yourself for your next job? <i>(self-awareness, confidence, ambition)</i>	5 4 3 2 1
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Ask the candidate:

- Does the applicant have any questions?
- Describe the next step in the process.

Overall Ratings: (circle one)

Technical Skills:

- 5 = can do all aspects of the job today
- 4 = can do all aspects of the job with a little training
- 3 = will be able to do most of the job with proper training and supervision
- 2 = limited but can do certain aspects of the job
- 1 = not qualified

Organizational Fit:

- 5 = fits the profile of a confident, factual, pleasant person with potential to grow
- 4 = fits most of the profile, may be a little less than perfect but no problems
- 3 = will come to work and do their job but will require a fair amount of supervision
- 2 = concerned about whether this person's personality will fit in here
- 1 = not a match at all

Overall Recommendation:

YES – continue interview process / offer job

NO – this candidate is not right for the job