EMPLOYMENT INTERVIEW

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

FACTORS	COMMENTS	
PERSONALITY TRAITS (His/her personality suitable for position) Excellent for this position. Very good for this position. Satisfactory for this position. Doubtful for this position. Unsatisfactory for this position.		
COMPOSURE Has exceptional ability to control, thrives under pressure. Sure of him/herself to handle problems well. Average composure. Seems overexerted; bothered. Uneasy; shows concern.		
APPEARANCE Neat and very well groomed. Above average personal appearance. Average personal appearance. Neglected personal appearance. Very untidy.		
OVERALL Excellent Above Average Average Below Satisfactory Unsatisfactory		
The applicant is: A highly recommended applicant. A possible candidate for other position. A very unlikely candidate. Type of position this applicant seems to have experience for:		

DATE_

INTERVIEWER'S SIGNATURE_