

# 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
<b>JOB EXPERIENCE</b> <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.	
<b>JOB KNOWLEDGE</b> <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.	
<b>GENERAL WORK FIELD INFORMATION</b> <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.	
<b>CREATIVITY</b> <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.	
<b>INITIATIVE</b> <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.	
<b>MOTIVATION</b> <input type="checkbox"/> Excellent motivation; strong desire to work, keeps very informed. <input type="checkbox"/> Very interested in job and makes inquiries. <input type="checkbox"/> Desire to work. <input type="checkbox"/> Little interest in position. <input type="checkbox"/> Not interested in position; impassive.	

