



INTERVIEW REPORT FORM

Applicant Name:
Position Interviewed For:
Date/Location of Interview:

Please rate the applicant with regard to the following competencies:

Technical/Professional Proficiency

1. Give me some examples of the most complex assignments, projects, etc. you had in your last position. What was your role? How did it work out?

Rating Scale & Definition

1	2	3	4	5
Poor	Average	Above Average	Strongly Competent	Exceptional

Response:

Decision Making

2. Describe some recent work-related problems in your last position and the actions you took to solve them?

Rating Scale & Definition

1	2	3	4	5
Poor	Average	Above Average	Strongly Competent	Exceptional

Response:

3. Many times employees experience pressures to make a decision with which they disagree. Can you tell me of a situation like this that you faced and how you handled it?

Rating Scale & Definition

1	2	3	4	5
Poor	Average	Above Average	Strongly Competent	Exceptional

Response:

Planning and Organizing

4. Have you recommended any changes in processes, functions, or methods of doing work in your last position? Where they implemented? Give examples.

Rating Scale & Definition

1	2	3	4	5
Poor	Average	Above Average	Strongly Competent	Exceptional

Response:

5. Describe a situation that required things to be done at the same time. How did you handle it? What was the result?

Rating Scale & Definition

1	2	3	4	5
Poor	Average	Above Average	Strongly Competent	Exceptional

Response:

Assertiveness

6. Do you prefer to have a job in which you have well laid-out tasks and responsibilities, or one in which your work changes on a frequent basis?

Rating Scale & Definition

1	2	3	4	5
Poor	Average	Above Average	Strongly Competent	Exceptional

Response:

Energizing

7. What are some things that motivate you? How have you used these motivators in past positions with others?

Rating Scale & Definition

1	2	3	4	5
Poor	Average	Above Average	Strongly Competent	Exceptional

Response:

Policy and Procedures

8. Describe a situation in which you had to support the directives of higher management, even when you personally disagreed with them.

Rating Scale & Definition

1	2	3	4	5
Poor	Average	Above Average	Strongly Competent	Exceptional

Response:

Perception and Analysis

9. Describe a technical or personnel problem which you solved on your last job that would shed light on your analytical ability.

Rating Scale & Definition

1	2	3	4	5
Poor	Average	Above Average	Strongly Competent	Exceptional

Response:

Creativity

10. What do you have to do that you consider to be your biggest time-waster at work? How would you change it if you could?

Rating Scale & Definition

1	2	3	4	5
Poor	Average	Above Average	Strongly Competent	Exceptional

Response:

Other Factors:

Education:

Time in Position:

Performance Rating (last 2):

Systems Knowledge:

Examples of work product or
Special assignments:

Employee interested in the following position(s):

Overall assessment:

1	2	3	4	5
Poor	Average	Above Average	Strongly Competent	Exceptional

Interviewer assessment of job assignment option(s):

Interviewer Name/Title