

OBJECTIVE SELECTING INTERVIEW GUIDE

Dept. _____ Position _____
 Applicant _____
 Interviewer _____ Title/Dept. _____
 Date _____

Competencies Including Technical/Functional Skills/ Additional Specifications	COORDINATING INTERVIEWS			
	<i>Responsible Interviewer:</i>			
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

Note: This evaluation form is to help you conduct a structured interview, provide a format for note taking and facilitate evaluation. These notes should not be retained in the candidate's file and may be discoverable during the process of a legal proceeding.

MODEL: Experience Action Result (Learn)

1.	Comments: E A R (L) Rating (5..4..3..2..1..0)
2.	Comments: E A R (L) Rating (5..4..3..2..1..0)
3.	Comments: E A R (L) Rating (5..4..3..2..1..0)
4.	Comments: E A R (L) Rating (5..4..3..2..1..0)
5.	Comments: E A R (L) Rating (5..4..3..2..1..0)

RESPONSE RATING SCALE

5 – Significantly Exceeds Expectations, 4 – Exceeds Expectations, 3 – Meets Expectations, 2 – Meets Some Expectations, 1 – Does Not Meet Expectations, 0 – Not Enough Information

6.	Comments: E A R (L) Rating (5..4..3..2..1..0)
7.	Comments: E A R (L) Rating (5..4..3..2..1..0)
8.	Comments: E A R (L) Rating (5..4..3..2..1..0)
9.	Comments: E A R (L) Rating (5..4..3..2..1..0)
10.	Comments: E A R (L) Rating (5..4..3..2..1..0)

RESPONSE RATING SCALE

5 – Significantly Exceeds Expectations, 4 – Exceeds Expectations, 3 – Meets Expectations,
2 – Meets Some Expectations, 1 – Does Not Meet Expectations, 0 – Not Enough Information

11.	Comments: E A R (L) Rating (5..4..3..2..1..0)
12.	Comments: E A R (L) Rating (5..4..3..2..1..0)
13.	Comments: E A R (L) Rating (5..4..3..2..1..0)
14.	Comments: E A R (L) Rating (5..4..3..2..1..0)
15.	Comments: E A R (L) Rating (5..4..3..2..1..0)

RESPONSE RATING SCALE

5 – Significantly Exceeds Expectations, 4 – Exceeds Expectations, 3 – Meets Expectations,
2 – Meets Some Expectations, 1 – Does Not Meet Expectations, 0 – Not Enough Information

CANDIDATE INTERVIEW SUMMARY

Position:		Dept:
Candidate:		Interviewer:
COMPETENCY	SCORE	COMMENTS
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

Overall Comments:

- What are candidate's key strengths?

- What are interviewer's key concerns?

Scale: 5 – Significantly Exceeds Expectations, 4 – Exceeds Expectations, 3 – Meets Expectations,
 2 – Meets Some Expectations, 1 – Does Not Meet Expectations, 0 – Not Enough Information

Recommended Action: Potential Hire Do Not Hire Potential Elsewhere

Signed: _____

SUMMARY OF ALL CANDIDATE SCORES

POSITION:		DEPT:			DATE:
CANDIDATES:					
COMPETENCIES:		Score	Score	Score	Score
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
(weight)					
Key Strength:					
Key Concern:					

Comments: _____

Interviewer: _____