

EMPLOYMENT INTERVIEW EVALUATION

APPLICANT _____

JOB POSITION _____

Rating Scale (1 = very good 3 = good 5 = very poor)

(Suggested questions on next page)

QUALIFICATIONS BASED ON JOB APPLICATION/RESUME ()

**JOB HISTORY GAPS?
EDUCATION APPROPRIATE?
EVIDENCE OF REQUIRED SKILLS/KNOWLEDGE REQUIRED?**

APPLICANT INTEREST ()

**IS WORK SCHEDULE AGREEABLE?
WHEN CAN APPLICANT START?**

APPLICANT SKILLS AND KNOWLEDGE ()

**JOB EXPERIENCE
EDUCATION**

APPLICANT CAN ADAPT TO WORK ENVIRONMENT ()

**AGREEMENT TO EMPLOYER WORK RULES, PRACTICES, ETC.
GOOD WORK HABITS IN PREVIOUS JOBS**

SPECIAL AREAS TO BE CONSIDERED ()

OVERALL INTERVIEW EVALUATION ()

EVALUATOR _____

DATE _____

SUGGESTED INTERVIEW QUESTIONS

QUALIFICATIONS BASED ON JOB APPLICATION

**IS EDUCATION OR JOB HISTORY COMPLETE?
WHY DID YOU LEAVE YOUR LAST JOB OR
WHY DO YOU WANT TO LEAVE YOUR PRESENT JOB?
WHAT WAS YOUR FAVORITE SUBJECT?
WHAT WERE YOUR BEST SUBJECTS?**

APPLICANT INTEREST

**WHAT HOURS/DAYS CAN BE WORKED?
WHEN CAN YOU START TO WORK?
WHY DO YOU WANT THE JOB?**

APPLICANT SKILLS/KNOWLEDGE

**WHAT ARE YOUR PERSONAL STRENGTHS?
WHAT ARE SOME THINGS YOU FEEL YOU NEED TO WORK ON?
WHY SHOULD I SELECT YOU FOR THE JOB?
DESCRIBE THE SKILLS YOU HAVE THAT YOU FEEL MAKE YOU QUALIFIED FOR THE
JOB.
HOW DID YOU ACQUIRE YOUR SKILLS?
WHAT HAVE BEEN YOUR MOST SIGNIFICANT ACCOMPLISHMENTS OVER THE LAST
FIVE YEARS?**

APPLICANT ADAPTABILITY

**CAN YOU CONFORM TO OUR WORK RULES?
HAVE YOU EVER HAD PROBLEMS CONFORMING WITH ANOTHER
EMPLOYER'S WORK RULES?**
