

Name of Applicant \_\_\_\_\_

Date of Interview \_\_\_\_\_

Position Applied For / Requisition Number \_\_\_\_\_

Interviewer Name and Position \_\_\_\_\_

**Work History Qualifications**

Tell me a bit about your work background, and then give me a description of how you think it relates to our current opening.

**What are your qualifications** in your area of expertise, and/or, **what skills** do you have that make you the best candidate for this position? Include any special training you have had (such as on-the-job, college, continuing education, seminars, reading) and related work experience.

Describe what you see as your strengths related to this job or position.

Describe what you see as your weaknesses related to this job or position.

What sizes of organizations have you worked in?

What industries have you worked in?

<b>Work History Qualification Rating</b>				
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
(not qualified)		(satisfactorily qualified)		(very qualified)

## Culture and Fit Qualifications

Describe a time when you made a mistake at work. How did you deal with this situation, and what was the outcome?

Define professional behavior or conduct appropriate in the workplace.

Explain the phrase "work ethic," and describe yours.

Give an example of a time when you were trying to meet a deadline and you were interrupted and did not make the deadline. How did you respond?

Give an example of a time when you had to quickly change project priorities. How did you do it?

Give me an example of a time when you had to deal with a difficult co-worker. How did you handle the situation?

Describe a difficult time you have had dealing with an employee or customer. Why was it difficult? How did you handle it? What was the outcome?

### Culture and Fit Rating

1

2

3

4

5

(not qualified)

(satisfactorily qualified)

(very qualified)

**Essential Duties and Business Necessity Qualifications**

The Hours for this Position are \_\_\_\_\_ to \_\_\_\_\_ (days of the week), do you anticipate any problems with the date and times?

This position requires lifting of up to \_\_\_\_\_ lbs frequently. Do you anticipate any problems with that requirement?

The salary range / hourly rate range for this position is \_\_\_\_\_.

We are a drug free workplace and will require a drug screen as a condition of your employment. In addition, as a policy, we reserve the right to random drug tests upon reasonable suspicion. Do you anticipate any conflict with that?

As a condition of employment, you will be subject to a background check to evaluate previous convictions. Please note, you will be provided with opportunity to provide formal consent and to discuss anything uncovered in the background check. Knowing this, would you like to continue to be considered as a candidate for this role?

<b>Essential Duties and Business Necessity Rating</b>				
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
(not qualified)		(satisfactorily qualified)		(very qualified)

## Closing Questions

If you were offered this position, when would you be available to start?

Tell me anything else you would like us to know about you that will aid us in making our decision.

What questions would you like to ask me?

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Work History Rating:

Culture and Fit Rating:

Essential Duties Rating:

Total \_\_\_\_\_

\_\_\_\_\_ I recommend this candidate to proceed with selection process. Based on the information provided in the application and interview, I believe they could satisfactorily complete the duties of the job, and be a successful addition to our team.

\_\_\_\_\_ I recommend removing this candidate from the selection process due to: (please document your reason here).

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(name)

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(position)

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(date)