Interviewer Name:

Interviewee Name:

Time

Date

**Initial Impression**: Circle all that apply as well as a short description of first impression. These will not have points associated with them.

**Early/On Time Properly Dressed Properly Groomed Proper Hygiene Alert**

Description

 **Pts. Instructions:** Circle each category you believe the interviewee is displaying during this period.

1. Tell me about yourself?

Confident (1) Clear Consistent (1) Positive (1) Well Spoken (1) **\_\_\_**

**Instructions**: While examining the interviewee rate their presentation by presentation. Write in a breakdown of their response accordingly.

 Strong Weak

Scale 5 … 4 … 3 … 2 … 1 … 0

1. What are your long range goals and short range goals? **\_\_\_**

5 … 4 … 3 … 2 … 1 … 0

Description

1. How would you evaluate your ability to deal with conflict? **\_\_\_**

5 … 4 … 3 … 2 … 1 … 0

Description

1. How do you determine or evaluate success? **\_\_\_**

5 … 4 … 3 … 2 … 1 … 0

Description

1. Do you consider yourself a leader? What are the attributes of a good leader? **\_\_\_**

5 … 4 … 3 … 2 … 1 … 0

Description

1. What have you learned from your mistakes in life? **\_\_\_**

5 … 4 … 3 … 2 … 1 … 0

Description

1. Tell me about some of the problems you’ve handled in the past year? Describe the situation/task.

What was the action and results? **\_\_\_**

5 … 4 … 3 … 2 … 1 … 0

Description

1. What do you consider to be your greatest strength? Weakness? **\_\_\_**

5 … 4 … 3 … 2 … 1 … 0

Description

1. How do you prioritize what you must get done in a day? **\_\_\_**

5 … 4 … 3 … 2 … 1 … 0

Description

 **Total Points ­­­\_\_\_**

**EDUCATION**

1. Why did you decide to go to college? **\_\_\_**

5 … 4 … 3 … 2 … 1 … 0

Description

1. Why did you choose \_\_\_\_\_\_\_\_\_\_\_\_\_ as a major? **\_\_\_**

5 … 4 … 3 … 2 … 1 … 0

Description

1. How did you go about scheduling your time between school, study, work, and recreation? **\_\_\_**

5 … 4 … 3 … 2 … 1 … 0

Description

1. What was/were your most significant accomplishment(s) in college? **\_\_\_**

5 … 4 … 3 … 2 … 1 … 0

Description

1. In what ways has college prepared you to take on greater responsibility? **\_\_\_**

5 … 4 … 3 … 2 … 1 … 0

Description

 **Total Points ­­­\_\_\_**
**WORK RELATED**

1. How do you know if you are doing a good job in the work place? **\_\_\_**

5 … 4 … 3 … 2 … 1 … 0

Description

1. Tell me about a time you were frustrated at work. How did you handle the frustration? **\_\_\_**

5 … 4 … 3 … 2 … 1 … 0

Description

1. What have you learned from the jobs you have held? **\_\_\_**

5 … 4 … 3 … 2 … 1 … 0

Description

1. What interests you most about this career? **\_\_\_**

5 … 4 … 3 … 2 … 1 … 0

Description

1. Why should I hire you? **\_\_\_**

5 … 4 … 3 … 2 … 1 … 0

Description

1. What qualifications do you have that will make you successful in this field? **\_\_\_**

5 … 4 … 3 … 2 … 1 … 0

Description

1. What do you know about our company? **\_\_\_**

5 … 4 … 3 … 2 … 1 … 0

Description

1. All of us have had to work with someone we’ve not cared for or agreed with.

Describe this person and/or the situation where that has happened? **\_\_\_**

5 … 4 … 3 … 2 … 1 … 0

Description

1. Tell me how you work under pressure? **\_\_\_**

5 … 4 … 3 … 2 … 1 … 0

Description

 **Total Points ­­­\_\_\_**

 **Grand Total \_\_\_**

**Final Opinion**

1. In your opinion as an interviewer how did you feel about this interviewee? On a Scale of 1 – 10, 1 being the weak and 10 being the impressive, grade the interviewee.

1 … 2 … 3 … 4 … 5 … 6 … 7 … 8 … 9 … 10

Personal Opinion: