

Interview Outline

CANDIDATE: _____		FOR POSITION: _____	
INTERVIEWER: _____		DATE & TIME: _____	
INTERVIEW OBSERVATIONS/ RECOMMENDATIONS	4 - Outstanding 3 - Excellent 2 - Satisfactory 1 - Marginal	COMMENTS	
WORK HISTORY			
(Opinion of work experience , technical qualifications and relevancy to position)			
Being considered) Nature of duties -			
Reasons for changing jobs - Achievements - etc.			
Territory			
Accounts			
Quota			
EDUCAION & TRAINING			
(Consider scholastic as well as vocational training , achievements and how earned)			
Sponsored Development Programs			
How-much effort required to pass			
Relevancy of education to work history			
CAREER POSSIBILITIES			
(Consider if applicant can become key Manager, senior staff contributor, etc.)			
Personal.			
Goals.			
Energy Level.			
Self-motivation.			
PERSONALTY, MOTIVATION & CHARACTER			
(Rate each one) (+ , 0 , -)			
() 1. Maturity			
() 2. Cooperativeness			
() 3. Tact			
() 4. Adaptability			
() 5. Self-discipline			
() 6. Initiative			
() 7. Self-confidence			
() 8. Personal forcefulness			

ADDITIONAL COMMENTS

STORONG POINTS

WEAK POINTS

OVERALL RECOMMENDATION: HIRE: _____ NO INTEREST: _____ DEFER: ____ (State Why)
(1. e. Suited for another position , etc)

INTERVIEWER SIGNATURE _____ Date: _____