

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) (l.e.Suited for another position , etc)	
INTERVIEWER SIGNATURE_____Date:_____	