

Applicant's Name

Position

Department

Interviewer's Name

Date

EMPLOYMENT INTERVIEW ANALYSIS

The purpose of this analysis is to organize the recording of information collected during the interview and to assist in evaluating and comparing different applicants when interviews are completed.

It will be most effective if prepared immediately after the interview when memory is fresh. The analysis may all be referred to during the interview as a reminder of basic areas to discuss with the applicant.

TRAITS	UNSATISFACTORY	SOME DEFICIENCIES EVIDENT	SATISFACTORY	VERY GOOD	CLEARLY OUTSTANDING	INSERT RATING (0 THROUGH 4)
	0	1	2	3	4	
KNOWLEDGE OF SPECIFIC JOB AND JOB-RELATED TOPICS	No knowledge evident.	Less than we would prefer.	Meets our requirements for hiring.	Exceeds our expectations of average candidate.	Thoroughly versed in job and very strong in associated areas.	
EXPERIENCE	None for this job nor any related experience.	Would prefer more for this job.	Adequate for job applied for.	More than adequate. Has some experience in related areas.	Totally experienced in job. Has strong experience in related areas.	
COMMUNICATION ABILITY	Could not communicate. Will be severely impaired in most jobs.	Some difficulties. Will detract from job performance.	Sufficient for adequate job performance.	More than sufficient for job.	Outstanding ability to communicate.	
INTEREST IN POSITION AND OUR ORGANIZATION	Showed no interest.	Some lack of interest.	Appeared genuinely interested.	Very interested. Seems to prefer type of work applied for.	Totally absorbed with job content. Conveys feeling only this job will do.	
OVERALL MOTIVATION TO SUCCEED	None exhibited. No concern for personal future.	Not up to average level. Show little desire to succeed.	Average desire to succeed.	Highly motivated. Wants to succeed and advance.	Extremely motivated. Has very strong compulsion to succeed.	
APPEARANCE AND HABITS (IN EVALUATING, CONSIDER THE POSITION APPLIED FOR.)	Very sloppy in appearance or unacceptably dressed; or unacceptable personal habits.	Dress or grooming less than satisfactory; or some offensive personal habits.	Properly dressed and groomed. Few poor personal habits.	Very well dressed and groomed. No offensive habits.	Presented excellent appearance, maintained high level of behavior throughout interview.	
POISE	Appeared extremely distracted and confused; or unreasonably uneven temper.	Sufficient display of confusion or loss of temper to interfere with job performance.	Sufficient poise to perform job applied for.	No loss of poise during interview. Inspires confidence in ability to handle pressure.	Displayed impressive poise under stress. Appears unusually confident and secure.	
INSIGHT AND ALERTNESS	Did not understand many points or concepts.	Missed some concepts or ideas.	Understood most new ideas and shifts in discussion points.	Grasped all new points and concepts quickly.	Extremely sharp. Understood subtle points and underlying motives. Quick grasp of ideas. Strong insight.	
PERSONALITY (EVALUATE IN RELATION TO THE POSITION APPLIED FOR)	Not acceptable for job.	Some deficiencies.	Within satisfactory range for job.	Good personality for job. Some traits considered especially desirable.	Perfect for job. Generally outstanding personality as well.	

Where necessary, expand on points noted on reverse:

Any other points not covered on reverse:

Would you hire?

Would you recommend another job?

Any special circumstances relating to applicant?

Key Points to Cover:

- | | |
|--|--|
| <input type="checkbox"/> CDL Requirement | <input type="checkbox"/> Snow Days |
| <input type="checkbox"/> Starting Pay \$ _____ | <input type="checkbox"/> Direct Deposit Requirements |
| <input type="checkbox"/> Education Requirements | <input type="checkbox"/> Work Location |
| <input type="checkbox"/> PTO/Sick and Annual Leave | |