INTERVIEW GUIDE

NAME _____________________________ TELEPHONE # _____________________________

POSITION APPLYING FOR _____________________________

Why are you applying for this position? _____________________________

Are you employed now?  ☐ YES  ☐ NO

If yes, when will you be available? _____________________________

WORK HISTORY (present/most recent position)

Company _____________________________ Address _____________________________

How did you obtain position? _____________________________

What were your duties/responsibilities? _____________________________

Did these change over the course of your employment? _____________________________

SUMMARY

In making your final rating, please be sure to consider not only the individual’s experience and ability, but also stability, perseverance, ability to get along with others, maturity, loyalty, self-reliance and leadership. Is the individual well motivated for the work? (PLEASE LIST BOTH FAVORABLE AND UNFAVORABLE POINTS – BE SPECIFIC)

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RATING:  ☐ Excellent  ☐ Good  ☐ Fair  ☐ Poor  INTERVIEWED BY:

RECOMMENDED FOR HIRE:  ☐ YES  ☐ NO

DATE/TIME OF INTERVIEW: _____________________________ _____________________________