

Interview Guide

Interviewer _____ Today's date _____

Name of applicant _____

Position applied for _____

I'd like to start by asking you some questions about your education and work experience. Let's begin with your high school days.

EDUCATION

High School: I see by your application that you went to _____ High School. Will you tell me a little about your grades, activities, and what you liked and didn't like?

1. If you recall, what was your final grade point average? _____
2. What kind of school activities were you involved in? _____

3. Did you receive any special honors or awards? _____
4. What did you like best about high school? _____

5. What did you like least? _____

College: I see by your application that you attend(ed) _____
_____ (school). What is (was) your major? _____

Did you graduate? Yes No. If not, will you tell me what kept you from completing your studies?

1. What was your final grade point average? _____
2. What activities were you involved in? _____

3. Did you receive any special honors or awards? _____
4. What did you like best about college? _____

5. What did you like least? _____

WORK EXPERIENCE

Let's talk about your work experience. I'd like to start with your most recent job. There are several things I would like to find out...what were your responsibilities, some of the things you liked most and least, and what did your immediate supervisor feel were your strengths and weaknesses.

Most recent job: _____

1. What were your responsibilities?

2. What were your accomplishments? (*new skills learned, difficult tasks, or results of your efforts*)

3. What did you like most about the job?

4. What did you like least?

5. What do you think your supervisor thought your strengths were?

6. What do you think your supervisor thought your weaknesses were?

7. Why did you leave?

Work Experience—*continued*

Next Job: _____

1. What were your responsibilities?

2. What were your accomplishments? (*new skills learned, difficult tasks, or results of your efforts*)

3. What did you like most about the job?

4. What did you like least?

5. What do you think your supervisor thought your strengths were?

6. What do you think your supervisor thought your weaknesses were?

7. Why did you leave?

FINAL QUESTIONS

1. During your working life, what have you done that you are most proud of?

2. What do you like best about dealing with customers?

3. What do you like least about dealing with customers?

4. What else should I know about your qualifications to do this job?

5. Why do you think you would like to work for our company?

INTERVIEW SUMMARY

Immediately after the interview, take a few minutes and write down your impressions and feelings about this applicant.

1. Does this person have the skills and abilities to do this job? Yes No
2. Does this person have enough experience in the right areas to do this job? Yes No
3. Does this person have the right kind of knowledge and education to do this job? Yes No
4. Does this person have the kind of work habits we need? Yes No
5. Does this person have the right personality characteristics to do this job? Yes No

6. Describe this person's personality.

7. What is the likelihood this person will be successful in this job?

8. What additional knowledge and skills will this person need to be successful in this job?

9. Additional observations.

10. Recommendation Yes, this person should be considered for employment.
 No, this person should not be considered for employment.

Reference Check

Applicant _____

Previous Employer _____ Contact _____

1. I'd like to verify dates of employment, from _____ to _____
Is that correct?

2. Can you tell me what his/her position was with your company? _____

3. What were his/her earnings per hour? Month? _____

4. Was he/she honest? _____

5. Can you tell me a little about what his/her responsibilities were? _____

6. Would you say he/she was a hard worker? _____

7. Can you tell me what he/she did best? _____

8. What were his/her weaknesses? _____

9. Can you tell me why he/she left? _____

10. Would you rehire him/her if you had a position open? _____
Why? _____

Checked by _____ Today's date _____