

EMPLOYMENT INTERVIEW ANALYSIS FORM

NOTE: 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 also be referred to during the interview as a reminder of basic areas to discuss with the applicant. **This form is but one of several selection aides or tools used in the hiring process.**

APPLICANT NAME _____ DATE _____

NAME OF INTERVIEWER _____ DEPT _____

POSITION APPLIED FOR _____

THE BELOW LISTED INFORMATION CONSTITUTES MY OVERALL GENERAL IMPRESSION OF THE JOB CANDIDATES SUITABILITY FOR THE JOB IN QUESTION.

0 = Unsatisfactory 1 = Some Deficiencies Evident 2 = Satisfactory 3 = Exceptional 4 = Clearly Outstanding

TRAITS	0	1	2	3	4	RATING
Knowledge of specific 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	Some difficulties	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. Shows little desire to succeed	Average desire to succeed	Highly motivated. Wants to succeed and advance	Extremely motivated. Has strong compulsion to succeed	
Appearance	Very sloppy in appearance! Unacceptably dressed	Dress or grooming less than satisfactory	Properly dressed and groomed	Very well dressed and groomed	Presented excellent appearance, maintained high level of behavior throughout interview	
Poise	Appeared extremely distracted and confused	Sufficient display of confusion	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 related to job	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 underlying motives, Quick grasp of ideas/strong insight	
Personality (In relation to 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	

INTERVIEW COMMENTS

POSITION TITLE: _____

DOES HUMAN RESOURCES HAVE A CURRENT JOB DESCRIPTION ON FILE FOR THE ABOVE POSITION? [] YES [] NO (for classified staff positions only)

REASON I DO _____ DO NOT _____, WISH TO HIRE THIS APPLICANT:

Signature of Supervisor/Interviewer

NOTE: This form must be completed and returned to Human Resources **before** a job offer, promotion, or transfer can occur. Do not disclose selection until approval is obtained from Director of Human Resources Department or the Human Resources Representative.

EEO POLICY STATEMENT:

The College does not permit the practice of discrimination because of race, religion, color, national origin, sex, age, disability, or veteran status.

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