

# 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 APPLICANT'S SUITABILITY FOR THE POSITION.**

**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	
Professionalism	Unprofessional – comments, attire, behavior, attitude	Lacked professionalism – timeliness, communication, behavior	Conducted one's self in a professional manner - communication, attitude, behaviors	Very professional – calm, supportive, engaged in communication	Excellent professionalism – respectful, courteous, conscientious, excellent communication skills	
Confidence	Appeared extremely distracted and uncertain	Sufficient display of uncertainty toward the position and expectations for the role	Sufficient confidence to perform job applied for	Inspires confidence in ability to handle pressure	Displayed impressive confidence under stressful circumstances.	
Insight	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	
Organizational Fit	Does not align with university values	Some concerns regarding values, interaction with potential coworkers	Within satisfactory range for job, aligns with university values	Good value alignment for the department & university	Excellent value alignment for the department & university	

**Top 5 competencies necessary to achieve results in this position. Agreed upon by hiring committee and identified on job description.**

	Unsatisfactory	Some Concerns	Satisfactory	Exceptional	Outstanding	
	Unsatisfactory	Some Concerns	Satisfactory	Exceptional	Outstanding	
	Unsatisfactory	Some Concerns	Satisfactory	Exceptional	Outstanding	
	Unsatisfactory	Some Concerns	Satisfactory	Exceptional	Outstanding	
	Unsatisfactory	Some Concerns	Satisfactory	Exceptional	Outstanding	
	Unsatisfactory	Some Concerns	Satisfactory	Exceptional	Outstanding	

**INTERVIEW COMMENTS**

**POSITION TITLE:** \_\_\_\_\_

DOES HUMAN RESOURCES HAVE A CURRENT JOB DESCRIPTION ON FILE FOR THE ABOVE POSITION? [ ] YES [ ] NO

I WOULD \_\_\_\_\_ WOULD NOT \_\_\_\_\_ RECOMMEND HIRING THIS APPLICANT.

PROFESSIONAL COMMENTS REGARDING THE INTERVIEW (POSITIVES ALONG WITH ANY CONCERNS REGARDING EXPERIENCE, EDUCATIONAL BACKGROUND, EXAMPLES PROVIDED, ETC.) TO SUPPORT YOUR RECOMMENDATION.


\_\_\_\_\_  
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.

**-NOTES-**