|  |  |
| --- | --- |
| FU logo H mono S | **INTERVIEW GUIDE & EVALUATION FORM (HR/INT) rev 03/16** |

**POSITION:**   **DATE:**

**APPLICANT:**   **INTERVIEWER:**

1 Greet applicant, introduce panel members, mention you will be taking brief notes.

2 Explain the selection process and the approximate time frame.

3 Outline the position details and explain conditions of employment (including any employment screening clearances that may be required).

4 Question anything from the application that requires clarification.

5 Question the applicant on the job-related criteria detailed below.

|  |  |  |
| --- | --- | --- |
| **AREA** | COMMENT | RATING\* |
| VERIFY ESSENTIAL REQUIREMENTS |  | YES/NO |
| EDUCATION |  | 5 4 3 2 1 |
| EXPERIENCE |  | 5 4 3 2 1 |
| JOB SKILLS REQUIRED (list as per specified criteria) |
| 1. |  |  5 4 3 2 1 |
| 2. |  |  5 4 3 2 1 |
| 3. |  |  5 4 3 2 1 |
| 4. |  |  5 4 3 2 1 |
| 5. |  |  5 4 3 2 1 |
| 6. |  |  5 4 3 2 1 |
| 7. |  |  5 4 3 2 1 |

CLOSE: Let the applicant know when he/she will be contacted about the outcome.

GENERAL COMMENTS/RECOMMENDATION:

**\*RATING SCHEDULE:**  5 = OUTSTANDING 4 = ABOVE AVERAGE 3 = SATISFACTORY 2 = BELOW AVERAGE 1 = POOR

*HR/vw 03/16*