

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)

RATING: Excellent Good Fair Poor

INTERVIEWED BY: _____

RECOMMENDED FOR HIRE: YES NO

DATE/TIME OF INTERVIEW: _____