

**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:** \_\_\_\_\_