

Position:
 Applicant Name:
 Interviewer:

Date:

Interview Questions	Rating Scale	Rating					Weight	Total Rating
1. Briefly describe your training and experience that qualify you for this position.	5 = Outstanding 4 = More than satisfactory 3 = Satisfactory 2 = Less than satisfactory 1 = Not satisfactory	5	4	3	2	1		

Mostly a Warm-up question
Sample Effective Response/Behavior:
 Education (BS or better degree)
 Negotiation skills
 Problem solving skills
 Credentialing
 On-the-job experience

Listen to how many astute questions he/she asks about the job situation, here and in the remainder of the interview.

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2. How proficient are you in MS Word, Windows, Auto-Cad, Excel, Access and Power Point?	5 = Outstanding 4 = More than satisfactory 3 = Satisfactory 2 = Less than satisfactory 1 = Not satisfactory	5	4	3	2	1		

Sample Effective Response/Behavior:
 Outstanding = 5 – 6 Programs Intermediate or Better
 More Than Satisfactory = 4 Intermediate or Better
 Satisfactory = 2 Intermediate or Better, At Least 3 Total
 Not Satisfactory = 1 Intermediate or Better, At Least 3 Total

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3. Please give an example of a large project or assignment that you have handled and how much direction was provided.	5 = Outstanding 4 = More than satisfactory 3 = Satisfactory 2 = Less than satisfactory 1 = Not satisfactory	5	4	3	2	1		

Sample Effective Response/Behavior:
 Good Communication Skills
 Organized
 Problem Solving
 Time Management
 Computer Skills
 Safety
 Utilizes Resources Effectively
 Error on the Side of Conservative
 Team Player – Ask for Help
 Initiative

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4. Do you consider yourself a self starter? Explain.	5 = Outstanding 4 = More than satisfactory 3 = Satisfactory 2 = Less than satisfactory 1 = Not satisfactory	5	4	3	2	1		

Sample Effective Response/Behavior:

Should show a sense of direction and ambition, continuous learning. Not, "I don't know" or "same old thing," probably not the same job, demonstrate willingness to change and adapt, but also okay with potentially limited opportunities.

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5. Please describe your ability to handle a variety of tasks simultaneously.	5 = Outstanding 4 = More than satisfactory 3 = Satisfactory 2 = Less than satisfactory 1 = Not satisfactory	5	4	3	2	1		

Sample Effective Response/Behavior:
 Addresses how to manage stressful situations (without you asking)
 Refers to a Time Management technique
 Assertiveness
 Problem Solving

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6. Tell us about your style of communication, your approach to cooperation and how you gain the cooperation of others. .	5 = Outstanding 4 = More than satisfactory 3 = Satisfactory 2 = Less than satisfactory 1 = Not satisfactory	5	4	3	2	1		

Sample Effective Response/Behavior:

Recognized personal traits
 Knows how to effectively engage others
 Tactful
 Kind
 Likable
 Non-competitive

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7. How do you handle difficult people at work?	5 = Outstanding 4 = More than satisfactory 3 = Satisfactory 2 = Less than satisfactory 1 = Not satisfactory	5	4	3	2	1		

Sample Effective Response/Behavior:
Situational based on style of other Negotiation skills Problem solving skills Tactful Kind

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8. What is your method for time management?	5 = Outstanding 4 = More than satisfactory 3 = Satisfactory 2 = Less than satisfactory 1 = Not satisfactory	5	4	3	2	1		

Sample Effective Response/Behavior:
 Has a loose or a disciplined system
 Uses a system with flexibility
 Has a method for accommodating changes in schedules and priorities

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9. What would your current/previous supervisor say about you if I called him/her?	5 = Outstanding 4 = More than satisfactory 3 = Satisfactory 2 = Less than satisfactory 1 = Not satisfactory	5	4	3	2	1		

Sample Effective Response/Behavior: Preferred Answer
 Hard Working
 Ethical
 Honest
 Fair
 Good Communicator
 Team Player
 Initiative

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10. What else would you like us to know? (Include your outside interests and activities if you like.)	5 = Outstanding 4 = More than satisfactory 3 = Satisfactory 2 = Less than satisfactory 1 = Not satisfactory	5	4	3	2	1		

Sample Effective Response/Behavior:
 Community involvement
 Overall believability
 Honest
 Enthusiastic
 Credibility
 Presents him/herself with confidence, openness.

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Totals Scores:

Question	Rating	Weight	Total Score
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____
9	_____	_____	_____

Candidate total = _____

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Aggregated Scores

Applicant	Interviewers			Overall
	#1	#2	#3	
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____