

BRIEF INTERVIEW FORM



CANDIDATE NAME		CONDUCTED BY	
INTERVIEW DATE		INTERVIEW START TIME	INTERVIEW END TIME
POSITION TITLE		POSITION DEPT	
DESCRIPTION OF POSITION BEING FILLED			
DATE AVAILABLE		SALARY REQUESTED	

Describe your experience directly related to the position: accomplishments, strengths, Improvements	
Describe your experience indirectly related to the position – how does this experience make you a good candidate?	
How do you make decisions when prioritizing tasks? Tell us about an experience where time management was a factor, and how you dealt with a tight or fluctuating project timeline.	
Do you have experience working alone or as part of a team? How have others been affected by your work?	
Describe an instance of overcoming a problem and what was learned from this experience.	
Are you familiar and comfortable with the resource requirements? Please assess your skill level and describe the most complex work previously completed with these tools.	
Are there any restrictions to your working availability?	
Why do you believe you are the best candidate for this position? And how does this position fit with your long-term goals?	

	POOR	FAIR	GOOD	EXCELLENT	COMMENTS
WORK EXPERIENCE					
SKILLSET					
PROFESSIONALISM					
ATTITUDE					
EDUCATION					
ENTHUSIASM					

COMMENTS Provide any additional comments to support your assessment and recommendation.

RECOMMEND FOR HIRE		NOT A MATCH		DECISION NOT YET MADE	
INTERVIEWER NAME		TITLE		SIGNATURE	DATE

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