

# Face-to-Face Interview Worksheet

APPLICANT	DATE
JOB	INTERVIEWER

## Questions

What is your understanding about the roles and responsibilities of this position so far? Do you have any questions?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	EXCELLENT (4)	GOOD (3)	ADEQUATE (2)	POOR (1)
What specific personal strengths would you bring to our organization?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	EXCELLENT (4)	GOOD (3)	ADEQUATE (2)	POOR (1)
How do you think that honesty, trust and reliability relate to this position?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	EXCELLENT (4)	GOOD (3)	ADEQUATE (2)	POOR (1)
What really motivates you in a workplace?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	EXCELLENT (4)	GOOD (3)	ADEQUATE (2)	POOR (1)
How would your former co-workers or manager describe you?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	EXCELLENT (4)	GOOD (3)	ADEQUATE (2)	POOR (1)
Give us an example of when you received constructive criticism. How did you handle it?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	EXCELLENT (4)	GOOD (3)	ADEQUATE (2)	POOR (1)
Tell me about a time when you had to work with an individual who was difficult to get along with. How did you deal with that situation?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	EXCELLENT (4)	GOOD (3)	ADEQUATE (2)	POOR (1)
What factors do you think will lead to your success in this position?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	EXCELLENT (4)	GOOD (3)	ADEQUATE (2)	POOR (1)
After having had this discussion, does this job still interest you? Why?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	EXCELLENT (4)	GOOD (3)	ADEQUATE (2)	POOR (1)
Why should we hire you over anyone else?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	EXCELLENT (4)	GOOD (3)	ADEQUATE (2)	POOR (1)

## Notes

Post Interview

Were they on time for the interview?	<div><div></div></div> <div>EXCELLENT (4)</div>	<div><div></div></div> <div>GOOD (3)</div>	<div><div></div></div> <div>ADEQUATE (2)</div>	<div><div></div></div> <div>POOR (1)</div>
Used respectful language	<div><div></div></div> <div>EXCELLENT (4)</div>	<div><div></div></div> <div>GOOD (3)</div>	<div><div></div></div> <div>ADEQUATE (2)</div>	<div><div></div></div> <div>POOR (1)</div>
Positive body language	<div><div></div></div> <div>EXCELLENT (4)</div>	<div><div></div></div> <div>GOOD (3)</div>	<div><div></div></div> <div>ADEQUATE (2)</div>	<div><div></div></div> <div>POOR (1)</div>
Positive attitude	<div><div></div></div> <div>EXCELLENT (4)</div>	<div><div></div></div> <div>GOOD (3)</div>	<div><div></div></div> <div>ADEQUATE (2)</div>	<div><div></div></div> <div>POOR (1)</div>
Demonstrated pride in their work	<div><div></div></div> <div>EXCELLENT (4)</div>	<div><div></div></div> <div>GOOD (3)</div>	<div><div></div></div> <div>ADEQUATE (2)</div>	<div><div></div></div> <div>POOR (1)</div>
Do they seem reliable and trustworthy?	<div><div></div></div> <div>EXCELLENT (4)</div>	<div><div></div></div> <div>GOOD (3)</div>	<div><div></div></div> <div>ADEQUATE (2)</div>	<div><div></div></div> <div>POOR (1)</div>
Overall professionalism	<div><div></div></div> <div>EXCELLENT (4)</div>	<div><div></div></div> <div>GOOD (3)</div>	<div><div></div></div> <div>ADEQUATE (2)</div>	<div><div></div></div> <div>POOR (1)</div>
Were there any obvious language barriers?	<div><div></div></div> <div>EXCELLENT (4)</div>	<div><div></div></div> <div>GOOD (3)</div>	<div><div></div></div> <div>ADEQUATE (2)</div>	<div><div></div></div> <div>POOR (1)</div>

Recommend for this position?

YES

NO

Notes