INTERVIEW COMMENT SHEET

Date _____

Applicant's Name _____ Telephone # _____

Position Applied For _____

Interviewer's Name _____

- What about the job description appealed to you and made you want to apply for this position?

Insert comments:

- Why do you want to leave your present job?

Insert comments:

- How would your co-workers and your boss describe you?

Insert comments:

- What do you feel are your major strengths and weaknesses?

Insert comments:

- What are some of the challenges you are facing in your current job, and what are you doing to overcome them?

Insert comments:

- How do you deal with co-workers or supervisors who disagree with you?

Insert comments:

- What jobs have you enjoyed the most during your career and why?

Insert comments:

- This position requires   .

  Please tell us how your skills and experience qualify you for this position.

Insert comments:

- Describe your experience in interacting with persons of diverse cultural, social, and economic backgrounds.

Insert comments:

- The job you are applying for requires the ability to

  Can you perform this job with or without reasonable accommodation?

Insert comments:

- Tell us about your abilities to handle deadlines and pressure.

Insert comments:

- What would you like to accomplish during the next 5 to 10 years?

Insert comments:

- What do you feel makes you different from the other candidates who qualify for   this position?

Insert comments:

Interviewer's Comments:

A.   How well did the individual handle himself/herself during the interview? (Check all that are appropriate.)

Personable _____ Poor Enthusiasm_____ Introverted _____ Confident _____ Arrogant _____

Motivated _____ Timid _____ Argumentative _____ Enthusiastic _____ Outgoing _____

Comments:

B.   Was the applicant professional in dress and action?   Yes _____   No _____
Comments:

C.   Does the applicant communicate well?   Yes _____   No _____
Comments:

D.   Recommended for position?   Yes _____   No _____
Comments: