# Sample Interview Template

**Interview Documentation**

|  |  |  |
| --- | --- | --- |
| **Interviewee** |  | **Overall Interview Recommendation** |
| **Interviewer** |  | [ ]  **Without question pursue** |
| **Interview Date** |  | [ ]  **Need second opinion** |
| **Interview Location** |  | [ ]  **Don’t pursue**  |

**Competency Areas**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Competency Areas**(Circle one rating) | **Don’t Know****(not enough information)** | **Does not Achieve Expectations** | **Partially Achieves Expectations** | **Achieves expectations** | **Exceeds Expectations** | **Greatly Exceeds Expectations** |
| **Communication and Interpersonal Skills** |
| Oral Communication and Listening | [ ]  | **1** | **2** | **3** | **4** | **5** |
| Documentation | [ ]  | **1** | **2** | **3** | **4** | **5** |
| Co-Worker Relations/Teamwork | [ ]  | **1** | **2** | **3** | **4** | **5** |
| Customer/Client Relations | [ ]  | **1** | **2** | **3** | **4** | **5** |
| **Personal Effectiveness Skills and Traits** |
| Problem Solving | [ ]  | **1** | **2** | **3** | **4** | **5** |
| Work Organization /Time Management  | [ ]  | **1** | **2** | **3** | **4** | **5** |
| Quality Orientation  | [ ]  | **1** | **2** | **3** | **4** | **5** |
| Initiative and Perseverance | [ ]  | **1** | **2** | **3** | **4** | **5** |
| Personal Integrity | [ ]  | **1** | **2** | **3** | **4** | **5** |
| Adaptability | [ ]  | **1** | **2** | **3** | **4** | **5** |
| Stress Tolerance | [ ]  | **1** | **2** | **3** | **4** | **5** |
| Self -Development | [ ]  | **1** | **2** | **3** | **4** | **5** |
| Job/Organizational Commitment | [ ]  | **1** | **2** | **3** | **4** | **5** |
| **Cultural Fit** |
| Passion for Community Involvement | [ ]  | **1** | **2** | **3** | **4** | **5** |
| [Tailor to your Culture]  | [ ]  | **1** | **2** | **3** | **4** | **5** |
| [Tailor to your Culture] | [ ]  | **1** | **2** | **3** | **4** | **5** |

**Overall Rating and Probablity of Success**

|  |  |  |
| --- | --- | --- |
| **5** | **High** | Based on the competency profile, there is a very good (80-100%) probability that this person will be successful  |
| **4** | **Moderate** | Based on the competency profile, there is a very good (60-80%) probability that this person will be successful |
| **3** | Based on the competency profile, there is a very good (40-60%) probability that this person will be successful |
| **2** | Based on the competency profile, there is a very good (20-40%) probability that this person will be successful |
| **1** | **Low** | Based on the competency profile, there is a very good (0-20%) probability that this person will be successful |

**Hiring Recommendation**

|  |  |  |
| --- | --- | --- |
| [ ]  Highly Recommend to Hire | [ ]  Recommend to Hire | [ ]  Recommend to Hire |

**Comments and suggestions**

|  |
| --- |
| **Key Reason(s) for recommendation:** |
| **If Recommended to Hire, suggestions for training or on-the-job coaching or ideal roles:** |