

FIRST INTERVIEW FORM

Date: _____ Applicant Name: _____
Position: _____ 1st Interviewer: _____

A. Application — Check for (circle):

- | | | | |
|-------------------|------|------|------|
| 1. Presentability | good | fair | poor |
| 2. Completeness | good | fair | poor |

B. First Interview Evaluation:

- | | | | | | |
|------------------------------|-------------|-----------|------|------|------|
| 1. Diversity of work history | outstanding | very good | good | fair | poor |
| 2. Scheduling flexibility | outstanding | very good | good | fair | poor |
| 3. Presentability | outstanding | very good | good | fair | poor |
| 4. Personality | outstanding | very good | good | fair | poor |
| 5. Motivation | outstanding | very good | good | fair | poor |
| 6. Energy | outstanding | very good | good | fair | poor |
| 7. Pressure-handling | outstanding | very good | good | fair | poor |
| 8. Honesty | outstanding | very good | good | fair | poor |
| 9. Positive attitude | outstanding | very good | good | fair | poor |
| 10. Stability | outstanding | very good | good | fair | poor |
| 11. Intelligence | outstanding | very good | good | fair | poor |
| 12. Self-confidence | outstanding | very good | good | fair | poor |
| 13. Friendliness | outstanding | very good | good | fair | poor |
| 14. Enthusiasm | outstanding | very good | good | fair | poor |

C. Overall Evaluation: outstanding very good good fair poor

D. Recommendation for Second Interview: definitely possibly not desirable

E. First Interview Impressions: _____

F. Reference Check: Rate the overall impression of applicant given by references:

References contacted by: _____ Date: _____

- | | | | | | |
|------------------|-------------|-----------|------|------|------|
| 1. Reference #1: | outstanding | very good | good | fair | poor |
| 2. Reference #2: | outstanding | very good | good | fair | poor |
| 3. Reference #3: | outstanding | very good | good | fair | poor |
| 4. Reference #4: | outstanding | very good | good | fair | poor |