

Appendix Number 7

INTERVIEW GUIDE

Applicants Name: _____ Date: _____

Position Applied For: _____ Interviewed By: _____

1. Qualifications.

A. Education: _____

B. Experience: _____

C. Does Applicant meeting minimum qualifications:

(Please circle one) Yes No

2. Work Experience.

A. How much work experience is similar to that for which Applicant is applying:

_____ None	_____ 3 to 5 years
_____ Less than 1 year	_____ 5 to 10 years
_____ 1 to 3 years	_____ Over 10 years

B. How related is the experience to the position for which Applicant is applying:

_____ Unrelated
_____ Performed similar work 25% of the time
_____ Performed similar work 50% of the time
_____ Performed similar work 75% of the time

C. Which best describes Applicant's prior work experience:

_____ None	_____ Supervised 1 to 3 individuals
_____ Worked independently	_____ Supervised 4 to 6 individuals
_____ Worked under supervision	_____ Supervised over 6 individuals

D. How would you rate Applicant's work experience to do the job:

_____ Inadequate _____ Adequate _____ Very Good _____ Excellent

3. Job Stability.

A. Number of Employers in last five (5) years:

_____ None _____ One _____ Two _____ Three
_____ Four _____ Five _____ Six _____ Over Six

B. Average length of time in previous positions:

_____ Less than 1 Year _____ 1 to 2 years _____ 2 to 3 years
_____ 3 to 5 years _____ 5 to 7 years _____ Over 7 years

C. Reason Applicant left previous jobs:

_____ No previous jobs _____ Difficulty with supervisor _____ Pay
_____ Working conditions _____ Difficulty with subordinates _____ Laid off
_____ No change for advancement _____ Other _____

D. How would you rate Applicant's job stability:

_____ Not Good _____ Good _____ Very Good _____ Excellent

4. Education.

A. Applicant's highest level of education:

_____ Less than high school _____ Some graduate work
_____ High school graduate _____ Holds Masters in:
_____ Less than college degree _____ Graduate work beyond Masters
_____ College Degree in: _____ Ph.D. in:

B. Applicant's best grades were in: _____

C. Applicant's worst grades were in: _____

D. Applicant's average grade at highest level of study:

(Please circle one) A B C D

E. Applicant's relationship between education and position applying for:

_____ No relationship _____ Closely related
_____ Very remotely related _____ Directly related
_____ Moderately related

5. Motivation and Goals.

A. What would Applicant like to be doing one (1) year from now: _____

B. What would Applicant like to be doing five (5) years from now: _____

C. What would Applicant like to be doing ten (10) years from now: _____

D. Applicant's goals are compatible with opportunities offered by this position:

(Please circle one) Yes No

E. Why does Applicant want the position:

_____ Likes that type of work

_____ Wants higher salary and/or more fringe benefits

_____ Wants more chance for advancement

_____ Feels they are underutilized in their present position

_____ Other: (Please explain) _____

F. Can Applicant's motivation and goals be met in this position:

(Please circle one) Yes Possibly No

6. Considering the factors in 1 through 5 above, do you recommend hiring Applicant:

(Please circle one) Yes Possibly No

Interviewer's Signature

Date

Notes: