

# Goodwill Industries of Hawaii, Inc./GCSH

## EMPLOYMENT INTERVIEW ANALYSIS

<b>Check one:</b> <input type="checkbox"/> Goodwill Industries of Hawaii, Inc. <input type="checkbox"/> GCSH						
Applicant's name:			The purpose of this analysis is to organize the recording of information collected during the interview and to assist in evaluating and comparing different applicants when interviews are completed. It will be most effective if prepared immediately after the interview when memory is fresh. The analysis may also be referred to during the interview as a reminder of basic areas to discuss with the applicant.			
Name of interviewer:						
Copies of previous interviews: <input type="checkbox"/> Yes <input type="checkbox"/> No		Date of interview:	Position applied for:		Department:	
<b>TRAITS</b> Make comments in spaces below:	Unsatisfactory	Some deficiencies evident	Satisfactory	Exceptional	Clearly Outstanding	Insert rating (0-4)
	0	1	2	3	4	
<b>KNOWLEDGE OF SPECIFIC JOB &amp; JOB RELATED TOPICS</b>	No knowledge evident	Less than we would prefer	Meets our requirements for hiring	Exceeds our expectations of average candidate	Thoroughly versed in job and very strongly in associated areas	
<b>EXPERIENCE</b>	None for this job nor any related experience	Would prefer more for this job	Adequate for job applied for	More than adequate - has some experience in related areas	Totally experienced in job - has strong experience in related fields	
<b>COMMUNICATION ABILITY</b> In evaluating, consider possible job modifications	Could not communicate - will be severely impaired in most jobs	Some difficulties - will detract from job performance	Sufficient for adequate job performance	More than sufficient for job	Outstanding ability to communicate	
<b>INTEREST IN POSITION &amp; OUR ORGANIZATION</b>	Showed no interest	Some lack of interest	Appeared genuinely interested	Very interested - seems to prefer type of work applied for	Totally absorbed with job content - conveys feeling only this job will do	
<b>OVERALL MOTIVATION TO SUCCEED</b>	None exhibited - no concern for personal future	Not up to average level - shows little desire to succeed	Average desire to succeed	Highly motivated - wants to succeed and advance	Extremely motivated - has very strong compulsion to succeed	
<b>APPEARANCE AND HABITS</b> In evaluating, consider the position applied for	Very sloppy in appearance or unacceptably dressed or unacceptable personal habits	Dress or grooming less than satisfactory or for some offensive personal habits	Properly dressed and groomed - few poor personal habits	Very well dressed and groomed - no offensive habits	Presented excellent appearance, maintained high level of behavior throughout interview	
<b>POISE</b>	Appeared extremely distracted and confused or unreasonably uneven temper	Sufficient display of confusion or loss of temper to interfere with job performance	Sufficient poise to perform job applied for	No lack of poise during interview - inspires confidence in ability to handle pressure	Displayed impressive poise under stress - appears unusually confident and secure	
<b>INSIGHT &amp; ALERTNESS</b>	Did not understand many points or concepts	Missed some concepts or ideas	Understood most new ideas and shifts in discussion points	Grasped all new points and concepts quickly	Extremely sharp - understood subtle points and underlying motives - quick grasp of ideas and strong insight	
<b>PERSONALITY</b> Evaluate in relation to the position applied for	Not acceptable for job	Some deficiencies	Within satisfactory range for job	Good personality - some traits considered especially desirable	Perfect for job - generally outstanding personality as well	
<b>List any areas where job modification/adaptations are required:</b>					<b>TOTAL:</b>	
<b>Recommendations:</b> <input type="checkbox"/> not qualified <input type="checkbox"/> interview further <input type="checkbox"/> suggest hire						
<b>SCALE:</b> 0-5 unsatisfactory: 6-9 some deficiencies: 10-18 satisfactory: 19-27 exceptional: 28-36 outstanding						