

Candidate Interview Form

Worksite Employer: _____ Interviewer Name: _____

Candidate Name: _____ Last 4 Digits of SSN: _____

Interview Date: ____/____/____ Time: ____:____ ☐ AM ☐ PM Place: _____

Factor	Circle 5=High	Factor	Circle 5=High
First Impression	1 2 3 4 5	Accountability	1 2 3 4 5
Interpersonal skills	1 2 3 4 5	Has education required	1 2 3 4 5
Eagerness for position	1 2 3 4 5	Experience	1 2 3 4 5
Reason for wanting the position	1 2 3 4 5	References	1 2 3 4 5
Resume/materials completeness	1 2 3 4 5	Pay considerations	1 2 3 4 5
Interest in/knowledge of company	1 2 3 4 5	Availability for work	1 2 3 4 5
Assertiveness	1 2 3 4 5	Eligibility for work (I-9)	1 2 3 4 5
		Travel/relocation considerations	1 2 3 4 5

Interview Further? ☐ Yes ☐ No Why? _____

Sample Interview Questions:

Opening the interview - establish rapport. Take a few minutes to get to know the candidate and explain the purpose of the interview. Let the candidate know you will be taking notes.

1. Tell me about your last job. Current and past positions held? Shift and hours worked?
2. The job requires you to work 40 hours per week and be punctual everyday. Can you meet these requirements?
3. What experience and training qualify you for this job? Describe your strengths and weaknesses.
4. Teamwork and dedication are important - how do you contribute?
5. Are you willing to learn new skills, adjust shifts and fill in for vacationing co-workers?
6. How do you handle an angry or hostile customer? Give an example.
7. Do you have a problem with working overtime or different shifts?
8. Give an example of how you provide customer service. How do you do above-and-beyond what is required?
9. How do you approach safety on the job?
10. What did (do) you like best about your last (current) job? What did (do) you like least?
11. What kinds of things annoy you?
12. How do you get along with co-workers?
13. Given the physical requirements of the job, can you perform them with or without reasonable accommodation?
14. Describe a stressful day and how you handled it.

Candidate Interview Form Instructions

Description

The Candidate Interview Form is a helpful tool to guide you through the interview process. (You are not required to use this form; it is optional.) Once you have identified what skills, experience, and/or education you need for a particular position, you will be better prepared to objectively identify the best candidate. If you are not sure of what are appropriate and/or legal questions to ask, please contact your TotalSource Human Resources professional.

How and When to Use

- ☐ Ask all candidates seeking the same position the same questions.
- ☐ Make your notes on this form. Do not make notes on the employment application.
- ☐ When you have selected a candidate for hire, send this form in to your TotalSource Human Resources professional if you have used it. This should be sent with the completed Employment Application, New Hire Booklet and Basic Employment Policies discussed below.