

Interview Summary Form

Requisition #:

Interview Date:

Job Title:

Interviewer Name:

Candidate Name:

Position Level:

Instructions:
 If not yet completed, record the Leadership Behavior and situational challenge questions you are assigned to ask in the Question fields. In the inset space at the top of each Question field, record the name of the Behavior with which each question is associated. If the question is a situational challenge, enter "Situational Challenge" in this space. Please take interview notes in the Notes space provided and mark your ratings on the scale provided. The rating scale anchors are provided below.

DEVELOPMENT NEEDED

1

2

FULLY PERFORMING

3

4

OUTSTANDING

5

Demonstrated poor performance or did not meet minimum requirements.

Demonstrated adequate performance; fully met requirements.

Demonstrated mastery of the situation; exceeded requirements.

Experience & Education Notes:

Build Talent

Question:
 Please describe a time when you gave constructive feedback to a coworker or team member.

- How did the coworker respond to your feedback?
- How was this feedback helpful to him/her?

Notes:

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Act With Courage and Candor

Question:

Tell me about a time when you pushed back on a supervisor's request.

- Why did you disagree with the request?
- What actions did you take to address this disagreement?
- What were the results?

Notes:

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Demonstrate Ethics and Integrity

Question:

Describe a time when a supervisor made a request you were unable to meet.

- How did you address this with your supervisor?
- How did your supervisor react?
- What was the end result?

Notes:

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Interview Summary Form

Question:

Notes:

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Question:

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Instructions:

Please provide an overall rating based on all of the job-relevant information you gathered during the interview. This rating represents your comprehensive assessment of the candidate's qualifications. Please do NOT compute an average of your Merck Leadership Behavior or Functional Expertise ratings or use any formulas.

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Please note: The Interview Summary Forms are working documents and since they are superseded by the Candidate Selection Summary Form, they should not be retained once the summary is prepared and the candidate is hired.