

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

FULLY PERFORMING

OUTSTANDING

1

2

3

4

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:

Act With Courage and Candor

Question:

Describe a time when you disagreed with a coworker's course of action or decision.

- How did you communicate your views to the coworker?
- What were the hardest challenges to reaching an agreement?
- What was the resolution?

Notes:

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Interview Summary Form

Foster Collaboration

Question:

Tell me about a time when you helped coworkers settle a conflict.

- Why did you choose to intervene in their dispute?
- What steps did you take to help them reach a resolution?
- How did your actions benefit the work group?

Notes:

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Focus on Customers and Patients

Question:

Briefly describe a time when you had to balance the needs of stakeholders with your own.

- How did you communicate the tradeoffs with the stakeholders?
- How did the stakeholders react?

Notes:

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Interview Summary Form

Question:

Notes:

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Question:

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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.