

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

2

FULLY PERFORMING

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:

Make Rapid, Disciplined Decisions

Question:
 Please tell me about a time you identified a problem and took action to keep it from escalating.

- What were the issues you were trying to avoid?
- What steps did you take to resolve this problem?
- What impact did this have on your work?

Notes:

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2

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OUTSTANDING

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Interview Summary Form

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:

DEVELOPMENT NEEDED

1

2

FULLY PERFORMING

3

4

OUTSTANDING

5

Foster Collaboration

Question:

Describe a time when you reached a compromise with others in order to complete a project.

- What steps did you take to keep both parties satisfied?
- What were the consequences?

Notes:

DEVELOPMENT NEEDED

1

2

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Interview Summary Form

Drive Results

Question:

Tell me about a time when you had to overcome a difficult obstacle to complete a deliverable on time.

- What was the challenge?
- What steps did you take to work through the obstacle?
- How did the obstacle impact the quality of your work?

Notes:

DEVELOPMENT NEEDED

1

2

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3

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Question:

Notes:

DEVELOPMENT NEEDED

1

2

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Interview Summary Form

Question:

Notes:

DEVELOPMENT NEEDED

1

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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.

DEVELOPMENT NEEDED

1

2

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OUTSTANDING

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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.