

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:

Build Talent

Question:

Describe a challenge you faced at work that made you aware of a developmental need.

- What steps would you take to achieve this development?
- How would this development benefit you?

Notes:

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Interview Summary Form

Demonstrate Ethics and Integrity

Question:

Please describe a time when you were unable to deliver on a commitment or deadline.

- How did you communicate this information to those affected?
- What was the result of this communication?
- What did you learn from this experience?

Notes:

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1

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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:

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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.