

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:

Build Talent

Question:

Describe a time when a coworker has sought you out for help or coaching.

How did you help this coworker?

Why do you think the coworker came to you?

What was the result?

Notes:

DEVELOPMENT NEEDED

2

FULLY PERFORMING

4

OUTSTANDING

5

Interview Summary Form

Act With Courage and Candor

Question:

Please describe a time when you supported a coworker making a difficult or unpopular decision.

- Why did you decide to offer this support?
- What steps did you take to help the coworker in his/her decision?
- What was the impact of this decision?

Notes:

DEVELOPMENT NEEDED

1

2

FULLY PERFORMING

3

4

OUTSTANDING

5

Question:

Notes:

DEVELOPMENT NEEDED

1

2

FULLY PERFORMING

3

4

OUTSTANDING

5

Interview Summary Form

Question:

Notes:

DEVELOPMENT NEEDED

1

2

FULLY PERFORMING

3

4

OUTSTANDING

5

Question:

Notes:

DEVELOPMENT NEEDED

1

2

FULLY PERFORMING

3

4

OUTSTANDING

5

Interview Summary Form

Question:

Notes:

DEVELOPMENT NEEDED

1

2

FULLY PERFORMING

3

4

OUTSTANDING

5

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

FULLY PERFORMING

3

4

OUTSTANDING

5

Please note: The Interview Summary Forms are working documents and since they are superseded by the Candidate Selection Summary Form, they should not be retained once the summary is prepared and the candidate is hired.