

# 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 when you had to make an important work decision against a firm deadline.

- What steps did you take to gather information in a timely manner?
- If you had more time, how would it have impacted your decision-making process?

Notes:

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## 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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1

2

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## Drive Results

Question:

Please tell me about a time when you changed or improved a work process.

- Why did you think a change was necessary?
- What steps did you take to implement this change?
- How did you determine if the change was successful?

Notes:

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# Interview Summary Form

Question:

Notes:

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Question:

Notes:

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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.*