

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:

Demonstrate Ethics and Integrity

Question:
 Describe a time when you had to make a decision with possible ethical ramifications.

- What information did you consider when making this decision?
- What were the implications of this decision?
- Do you feel you took the right course of action? Why?

Notes:

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Drive Results

Question:

Describe a time when you were not satisfied with your own performance at work.

- What actions led to your dissatisfaction?
- What steps did you take to prevent it from happening again?
- What did you learn?

Notes:

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1

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Question:

Notes:

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Interview Summary Form

Question:

Notes:

DEVELOPMENT NEEDED

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Please note: The Interview Summary Forms are working documents and since they are superseded by the Candidate Selection Summary Form, they should not be retained once the summary is prepared and the candidate is hired.