

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:

Foster Collaboration

Question:
 Please tell me about a time when you incorporated the feedback or input of multiple colleagues into your work.

- How did you gather their input?
- What benefit did their perspectives provide?

Notes:

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OUTSTANDING

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Interview Summary Form

Focus on Customers and Patients

Question:

Briefly describe a time when you had to work with a difficult customer or stakeholder.

- What challenges did you face in meeting his or her needs?
- What steps did you take to overcome those challenges?
- What was the result?

Notes:

DEVELOPMENT NEEDED

1

2

FULLY PERFORMING

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OUTSTANDING

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Question:

Notes:

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Interview Summary Form

Question:

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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.