

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:

Make Rapid, Disciplined Decisions

Question:

Please describe an important decision you made that impacted other work teams or functions.

- What information did you gather to help you make this decision?
- What would you have done differently?

Notes:

DEVELOPMENT NEEDED

FULLY PERFORMING

OUTSTANDING

1

2

3

4

5

Interview Summary Form

Demonstrate Ethics and Integrity

Question:

Tell me about a time when you believed the actions of a team member were not in compliance with policy or industry standards.

- How did you respond to the situation?
- What were the consequences of this person's actions?
- What was the result?

Notes:

DEVELOPMENT NEEDED

1

2

FULLY PERFORMING

3

4

OUTSTANDING

5

Focus on Customers and Patients

Question:

Tell me about a time when you had to turn down a customer or stakeholder request.

- How did you communicate your position to the stakeholder?
- How did the stakeholder react?
- What steps did you take to keep the stakeholder satisfied?

Notes:

DEVELOPMENT NEEDED

1

2

FULLY PERFORMING

3

4

OUTSTANDING

5

Interview Summary Form

Drive Results

Question:

Please tell me about a time you worked on a project that required coordinating resources from multiple stakeholders.

- How did you coordinate your work with others to ensure success?
- What challenges did you face along the way?
- What steps did you take to meet these challenges?

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.