

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 work decision you made without input from your supervisor or manager.

- How did you identify the best course of action?
- How much time did you spend making this decision?
- What information may have helped you make a better decision?

Notes:

DEVELOPMENT NEEDED

2

FULLY PERFORMING

4

OUTSTANDING

5

Interview Summary Form

Demonstrate Ethics and Integrity

Question:

Describe a time when a supervisor made a request you were unable to meet.

- How did you address this with your supervisor?
- How did your supervisor react?
- What was the end result?

Notes:

DEVELOPMENT NEEDED

1

2

FULLY PERFORMING

3

4

OUTSTANDING

5

Drive Results

Question:

Please describe steps you have taken to monitor your progress toward a work goal.

- What metrics did you utilize?
- How did this help you achieve your goal?
- How could you improve upon this process in the future?

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.