

Interview Checklist

Date of application:

Position applied for:

Candidate's name:

First Impression	<input type="checkbox"/> Poor	<input type="checkbox"/> Average	<input type="checkbox"/> Good	<input type="checkbox"/> Impressive
Appearance	<input type="checkbox"/> Careless	<input type="checkbox"/> Over-dressed	<input type="checkbox"/> Tidy	<input type="checkbox"/> Well groomed
Punctuality	<input type="checkbox"/> Late (didn't ring)	<input type="checkbox"/> Late (rang)	<input type="checkbox"/> On time/early	

Before starting to ask questions of the candidate, tell them about the company and about the job that is being advertised. This will give the candidate time to relax and gain confidence.

What was the name of your last employer?	
What were your duties/responsibilities?	
What authorities/responsibilities were delegated to you?	
What was the most valuable experience you gained in that job?	

Impressions from answers

Evidence of friction	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Loner tendency	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Adjusts to environment	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Accepts criticism	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Team player	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Where did you hear about our Company?		
What attracts you to this job/Company?		
How did you travel to this interview?		
If you were successful in applying for this job, how would you travel to work?		
Are you flexible about working hours?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

What do you like most about your current job?		
Happy in their work		<input type="checkbox"/> Yes
Gets on with people		<input type="checkbox"/> Yes
What do you like least about your current job?		
Critical		<input type="checkbox"/> Yes
Justified in dislikes		<input type="checkbox"/> Yes
If currently employed, why are you leaving your job?		
Reasons adequate and realistic		<input type="checkbox"/> Yes
Giving up		<input type="checkbox"/> Yes
What are you looking for in this job, other than wages?		
Wants the job		<input type="checkbox"/> Yes
Not thinking beyond the current job		<input type="checkbox"/> Yes
Ambitious		<input type="checkbox"/> Yes
Enthusiastic		<input type="checkbox"/> Yes
Do you prefer to work in a team or on your own?		<input type="checkbox"/> Team
How do you keep concentration over a shift and maintain quality and output?		
What is your understanding of his job's responsibilities		<input type="checkbox"/> Correct
What are your principal qualifications for the job?		<input type="checkbox"/> Nearly correct
How well do you handle pressures and responsibilities?		<input type="checkbox"/> Will handle
What would you consider to be your major work or leisure achievements?		
Indications of strong motivation		<input type="checkbox"/> Yes
Leadership		<input type="checkbox"/> Yes
Accepts responsibility		<input type="checkbox"/> Yes
Self-reliant		<input type="checkbox"/> Yes
Have you had any serious illnesses or leaves of absence?		

Regular attendance	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Outside interests?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
What supervisory problems have you had and how did you handle them?	<input type="checkbox"/> Harsh	<input type="checkbox"/> Fair		
Is the applicant:				
<input type="checkbox"/> Sociable	<input type="checkbox"/> Versatile	<input type="checkbox"/> Motivated	<input type="checkbox"/> Adaptable	<input type="checkbox"/> Flexible
What are your other areas of interest?				
What are your long-term goals, both personally and for work?				
Poorly defined goals		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Plans for getting ahead		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Self-expression				
<input type="checkbox"/> Hard to Understand	<input type="checkbox"/> Talks well	<input type="checkbox"/> Fluent and clear		
Manner				
<input type="checkbox"/> Tense	<input type="checkbox"/> Interested	<input type="checkbox"/> Confident		
Responsiveness				
<input type="checkbox"/> Withdrawn	<input type="checkbox"/> Responds to questions	<input type="checkbox"/> Good listener		
Overall evaluation				
<input type="checkbox"/> Favourable	<input type="checkbox"/> Good	<input type="checkbox"/> Fair		

NB: Where a person has been unsuccessful, do not wait for them to approach the Company seeking reasons why they did not get the job. Use the return letter immediately.