

Interview formApplicant's
name

Interview date

Position

Interviewed by

Overall Assessments

Poor

Fair

OK

Good

Excellent

Knowledge of Specific Job Skills

Related Job Experience

Related Education or Training

Initiative

Communication/Listening Skills

Attitude

Interest in Company/Position

Strengths:**Weaknesses:****Additional Comments:**

Generic questions	
Why are you seeking new employment? (Are they ambitious or just greedy?)	
Where do you see yourself in 5 years?	
Why should we hire you?	
What are your weaknesses? (Can they can take criticism and learn from their mistakes?)	
What are your salary expectations?	
What do you consider important in a job, and why? (Can you fulfil the applicant's needs?)	
Why do you want this job? (Are they enthusiastic about this position or just wanting a change?)	
What are your strengths? (How will this help you?)	
Tell me something about yourself (Do they have positive self esteem?)	
What kind of people do you find most difficult to work with? (Will they fit into the team?)	
What are the major responsibilities in your present job? (How similar are they to the position?)	
Where do you feel that you have done particularly well? (Do they recognise their own strengths?)	
What are the problem areas you encounter in your present job? (Could these also become a problem in this job?)	
What frustrations in your present job would you like to avoid in your next one? (Are there personality conflicts that could carry into your workplace?)	
How would your last employer describe you? (Especially if they are a referee)	
Are there any health problems that we should know about?	