

**Interview Questions Guide & Rating Form**

**Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Interviewer’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INSTRUCTIONS:** Hiring supervisors and/or hiring committees can use this form to develop interview questions. The same questions should be asked of all the applicants interviewed. Space is provided below for up to 11 questions, but there may be as many questions as deemed necessary. Add or remove question boxes as needed. Record the questions and the behavior/competency/skill being measured before the interview begins. During the interview, transcribe the applicant’s answers. Make sure to document all answers. This can be done by all members of the hiring committee or by one person. After the interview is finished, go back and score each question and calculate the overall score.

**RECORDS RETENTION SCHEDULE:** Maintain documents in accordance with the respective retention periods in policies and procedures.

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| Applicants Name: | Date: |
| Vacancy Number /Title: | Score: |

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| Question 1: |
| Competency/Behavior/Skill measured: |
| Applicant’s Answer: |
| Score: 🞐 5 = Outstanding 🞐 4 = Excellent 🞐 3 = Good 🞐 2 = Fair 🞐 1 = Poor 🞐 0 = No Answer  |

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| Question 2: |
| Competency/Behavior/Skill measured: |
| Applicant’s Answer: |
| Score: 🞐 5 = Outstanding 🞐 4 = Excellent 🞐 3 = Good 🞐 2 = Fair 🞐 1 = Poor 🞐 0 = No Answer  |

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| Question 3: |
| Competency/Behavior/Skill measured: |
| Applicant’s Answer: |
| Score: 🞐 5 = Outstanding 🞐 4 = Excellent 🞐 3 = Good 🞐 2 = Fair 🞐 1 = Poor 🞐 0 = No Answer  |

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| Question 4: |
| Competency/Behavior/Skill measured: |
| Applicant’s Answer: |
| Score: 🞐 5 = Outstanding 🞐 4 = Excellent 🞐 3 = Good 🞐 2 = Fair 🞐 1 = Poor 🞐 0 = No Answer  |

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| Question 5: |
| Competency / Behavior / Skill measured: |
| Applicant’s Answer: |
| Score: 🞐 5 = Outstanding 🞐 4 = Excellent 🞐 3 = Good 🞐 2 = Fair 🞐 1 = Poor 🞐 0 = No Answer  |

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| Question 6: |
| Competency/Behavior/Skill measured: |
| Applicant’s Answer: |
| Score: 🞐 5 = Outstanding 🞐 4 = Excellent 🞐 3 = Good 🞐 2 = Fair 🞐 1 = Poor 🞐 0 = No Answer  |

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| Question 7: |
| Competency/Behavior/Skill measured: |
| Applicant’s Answer: |
| Score: 🞐 5 = Outstanding 🞐 4 = Excellent 🞐 3 = Good 🞐 2 = Fair 🞐 1 = Poor 🞐 0 = No Answer  |

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| Question 8: |
| Competency/Behavior/Skill measured: |
| Applicant’s Answer: |
| Score: 🞐 5 = Outstanding 🞐 4 = Excellent 🞐 3 = Good 🞐 2 = Fair 🞐 1 = Poor 🞐 0 = No Answer  |

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| Question 9: |
| Competency/Behavior/Skill measured: |
| Applicant’s Answer: |
| Score: 🞐 5 = Outstanding 🞐 4 = Excellent 🞐 3 = Good 🞐 2 = Fair 🞐 1 = Poor 🞐 0 = No Answer  |

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| Question 10: |
| Competency/Behavior/Skill measured: |
| Applicant’s Answer: |
| Score: 🞐 5 = Outstanding 🞐 4 = Excellent 🞐 3 = Good 🞐 2 = Fair 🞐 1 = Poor 🞐 0 = No Answer  |

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| Question 11: |
| Competency/Behavior/Skill measured: |
| Applicant’s Answer: |
| Score: 🞐 5 = Outstanding 🞐 4 = Excellent 🞐 3 = Good 🞐 2 = Fair 🞐 1 = Poor 🞐 0 = No Answer  |

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| Notes:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Decision: Hire \_\_\_\_\_\_\_\_ Not Hire \_\_\_\_\_\_\_\_\_*If you need further assistance, contact your recruiter in Human Resources at 865-974-6642.* |