

Candidate Interview Scoring Form

A form is filled out for each candidate. Pick and choose among the questions below or be creative and write your own. Remember to make them open ended, job specific and within legal guidelines! Write down in advance what you want to hear from the successful candidate – what we call “look fors” Each interview should have 10-15 questions.

Date: _____

Interviewers: _____

Candidate: _____

Total Score: _____

For each question, leave a space for writing notes. This will help you with your scoring process after you have interviewed all the candidates.

1. Why do you want this job? (Look for: genuine interest in the position, some understanding of the job.)
2. All jobs have their frustrations and problems. Describe some examples of specific job conditions, tasks or assignments that have been dissatisfying to you. Why were they dissatisfying? (Look for: honesty, someone who is not dissatisfied with some monotony, constructive approach to addressing issues which cause dissatisfaction.)
3. Describe your current position duties. (Look for strong communication skills, experience in similar job.)
4. What is the part you find most boring? How do you handle the boredom? (Look for: ability to reflect on job, willingness to help out co-workers, interest in finding ways to make the job more interesting.)
5. Can you tell us about your experience with computers? (Look for: data entry experience, understanding and interest in computers, working with similar hardware/software.)
6. Tell me about the most difficult boss you've worked for. What made him or her so difficult and how did you handle it? (Look for: accepting attitude,

- interest and experience in addressing issues constructively, direct communication with boss.)
7. Describe a situation where you wish you'd acted differently with someone at work. Tell me about the situation and the outcome. With hindsight, what would you have done differently? (Look for: reflection and honesty, demonstrated interest in getting along with co-workers, ability to compromise, ability to resolve issues as they occur.)
 8. We all try different ways of showing consideration of others. What are some things you have actually done? (Look for: willingness to pitch in, desire to be a valued team member, understanding of needs of others.)
 9. Tell me about a time a supervisor did something which upset you. What was your response? (Look for: honesty, self-reflection, addressed the issue professionally, is able to move on from there, going to supervisor directly.)
 10. Tell us what traits really bother you in a co-worker. How do you handle it when these traits are evident? (Look for: honesty, ability to address the issue directly with the co-worker, reasonable acceptance of different styles of work, non-judgmental.)
 11. Give an example of a responsibility or project you have had which demonstrates your organizational skills and attention to detail. (Look for: Appropriate example, complex responsibility or project, successful outcome.)
 12. There are many ways to communicate: meetings, written reports, etc. What method do you prefer? What method do you need to improve? (Look for: Response which fits with the culture of your company, willingness to use a variety of methods, honest self reflection.)
 13. How do you communicate your expectations to those you supervise? (Look for: Systematic approach, honest and kind, specific examples.)
 14. Can you explain your communication methods used with customers? How did they respond to you? (Look for: Interest in meeting customer needs, professionalism, timely, positive attitude and experience with customers.)
 15. Tell me about your ideal work environment. (Look for: Strong organizational skills, productivity emphasis, interest in keeping busy.)

16. Has anyone ever asked you for confidential information? How did you handle it? (Look for: professional response, not divulging the information, experience and recognition of confidential information.)
17. Give me an example of when you have worked the hardest and felt the greatest sense of achievement. (Look for: finding satisfaction in similar situations, interest in a job well done, ability to take any task and make it important.)
18. Can you give me some examples of times when you found errors in your work? Causes? How handled? (Look for: honest communication, willingness to admit mistakes, interest in reducing errors and doing work right the first time.)

Candidate Scoring Sheet

Position: _____

Candidate Name: _____

Category	1 (Poor)	2	3	4	5 (Good)	Comments
Applicable Education						
Applicable Work Experience						
Customer Service/People Skills						
Communication Skills						
Supervisory Skills/ Experience (if applicable)						
Other: _____						
Other: _____						
Overall Score						

Scorer/Interviewer: _____