

Sample Interview Summary Questionnaire

Interview Summary Questionnaire

Candidate Name:

Date:

Total Score:

Points Possible:

Instructions: Please refer to the scale below as you interview each candidate. As the candidate provides an answer to each question, rate his or her response from 1 to 5. Use the information provided in the scale to analyze each response and establish a point value for each question.

1 = Poor	Gave no detail , answer presented no relevance to question, answer was vague, exhibited no knowledge in answer
2 = Fair	Gave some detail , answer presented minimal relevance to question, answer was somewhat clear, but still lacking, exhibited minimal knowledge, showed little thoughtfulness and application
3 = Average	Gave somewhat specific details , answer was relevant, showed application but few concrete details, had to be continually probed in order to elaborate
4 = Good	Gave specific details , answer was relevant in a general sense, answer contained few unclear statements, exhibited basic knowledge, skills, abilities, and other characteristics pertaining to position
5 = Excellent	Demonstrated great depth of detail , answer was directly related to question, answer contained no unclear statements, exhibited specific knowledge, skills, abilities, and other characteristics pertaining to position

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Interview Questions	Point Value
1. Tell me a little about yourself. Describe yourself and your work history? What relevant experience do you have?	
Notes:	
2. Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.	
Notes:	
3. Tell me about a difficult decision you had to make in the last year. What were the alternatives? What would you do differently and why?	
Notes:	
4. Tell me about a time that you worked on multiple projects and were faced with a time constraint. How did you determine the top priority and the priority level of other tasks?	
Notes:	

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5. What are your short-term and long-term career goals?	
Notes:	
6. Tell me about a project you organized, coordinated, and executed.	
Notes:	
7. Tell me about a time that you missed an important deadline. How did you remedy the situation? What would you do differently and why?	
Notes:	

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8. Give me an example of a time when you were proactive in solving a small problem before it turned into a major problem.	
Notes:	
9. Can you describe your most satisfying achievement at work or school?	
Notes:	
10. How would your current team members describe your strengths and development needs?	
Notes:	
Candidate's Total Score	

Additional Questions/Notes: