

APPLICANT INTERVIEW FORM

Page 1 of 5

Interviewer's Name: _____

Date Application Reviewed: _____

Date Interviewed: _____

Applicant's Name: _____

Position Applying For: _____

Please Note: Felony and misdemeanor convictions may be considered by the employer only to the extent to which they relate to the applicant's suitability for employment in the position for which the applicant has applied.

Rate how well does the applicant's answers to your questions meet all aspects of the Job Description:

GE = Greatly Exceeds expectations
E = Exceeds expectations
M = Meets expectations
P = Partially satisfies expectations
F = Fails to meet expectations

Work Schedule – Ask ONLY IF Applicable to the Position:

GE	E	M	P	F	This position requires OVERTIME. Are there any particular days/times you cannot work?
GE	E	M	P	F	This position requires working some EVENINGS and NIGHTS. Are there any particular evenings or nights you will <u>not</u> be able to work?
GE	E	M	P	F	This position requires working some WEEKENDS. Are there any particular weekends you will <u>not</u> be able to work?
GE	E	M	P	F	This position requires DRIVING. What has your work-related driving experience been? What route would you take from here to _____?
GE	E	M	P	F	_____?
GE	E	M	P	F	_____?

APPLICANT INTERVIEW FORM

Page 2 of 5

Position Purpose

GE	E	M	P	F	This position requires you to safely perform your job. What are the safety issues that you would be concerned with? What equipment do you think you would need to perform this job safely?
GE	E	M	P	F	This position requires you to effectively and efficiently perform your job. How would you perform this job effectively and efficiently?
GE	E	M	P	F	_____?

Minimum Requirements – Ask ONLY IF Applicable to Position

GE	E	M	P	F	This position requires a valid driver's license. Do you have a valid driver's license? Do you have a safe driving record? If not, why?
GE	E	M	P	F	This position required valid CDL license. Do you have a valid CDL license? If not, why?
GE	E	M	P	F	What types of skills do you feel you have that would help you perform this position well?
GE	E	M	P	F	What types of hands-on experience do you have that would help you perform this position well?
GE	E	M	P	F	What types of certifications do you have that are required [or would be helpful to have] for this position? (i.e. forklift certification, safety inspection certification, first-aid certification, etc.)
GE	E	M	P	F	_____?

Essential General Abilities

GE	E	M	P	F	What administrative forms and reports have you prepared for positions in the past?
GE	E	M	P	F	What rules, regulations, and procedures were you required to follow with positions in the past?
GE	E	M	P	F	Give an example of a list of instructions you were expected to follow and how did you carry them out?
GE	E	M	P	F	What types of meetings did you attend in the past?
GE	E	M	P	F	Give an example of a task you were required to do without supervision and how did you handle it on your own?
GE	E	M	P	F	How do you communicate effectively to your employers and co-workers?
GE	E	M	P	F	What is your method of carrying out written and verbal job-related instructions?
GE	E	M	P	F	Give an example of when you were required to handle a task with tact and diplomacy.

APPLICANT INTERVIEW FORM

Page 3 of 5

Essential General Abilities

GE	E	M	P	F	Give an example of when you made a sound judgment regarding a work-related situation.
GE	E	M	P	F	Were you ever late for work? If so, why?
GE	E	M	P	F	What were expectations in other positions of quality and quantity? Could you always meet those expectations? If not, why?
GE	E	M	P	F	In what situations did you need assistance in doing your job and were you comfortable in asking for it?
GE	E	M	P	F	How would you handle a complaint from a customer or client?
GE	E	M	P	F	What safety requirements did you have in past positions?
GE	E	M	P	F	Did you always follow company policies and procedures in the past? If not, why?
GE	E	M	P	F	Give an example of how you handle cultural and ethnic differences in the workforce.
GE	E	M	P	F	Give an example of when you had to work as part of a team. What was your role on the team?
GE	E	M	P	F	Give an example of when you were under pressure to meet a deadline. Did you meet the deadline and if so, how did you accomplish it?

Essential General Abilities – Supervisory Only

GE	E	M	P	F	Explain how you apply supervisory principles to analyze and resolve problems.
GE	E	M	P	F	How do all these items: funds, personnel, equipment, materials, facilities and time play a role in completing a project?
GE	E	M	P	F	How do you present instructions to subordinates?
GE	E	M	P	F	What is your style of training subordinates?
GE	E	M	P	F	What is the importance of the following items: leadership, direction, and positive motivation in supervising subordinates?
GE	E	M	P	F	Give an example of a goal you set in the past and how did you achieve it?

Accountabilities and Goals

GE	E	M	P	F	How do you assist other employees in accomplishing their tasks?
GE	E	M	P	F	What are your goals in this position?

APPLICANT INTERVIEW FORM

Page 4 of 5

Ask ALL Applicants the Following Questions

What kind of employee do you feel is best; one who always follows every company rule or one who comes up with ideas to improve the job?

What would you do if you know another employee is not doing his/her job well?

What do you feel differentiates a good employee from a poor one?

Overview of Applicant's Qualifications

Applicant's overall ability to meet all aspects of the Job Descriptions:

- ☐ Greatly exceeds expectations
- ☐ Exceeds expectations
- ☐ Meets expectations
- ☐ Partially satisfies expectations
- ☐ Fails to meet expectations

Non-Discriminatory Comments:

Interviewer's Signature: _____

APPLICANT INTERVIEW FORM

Page 5 of 5



Human Resource and Safety Department Risk Management Services
Since 1992

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