

## **Directions for completing the Interview Report Form 4000, 5000, 6000, 7000 bands**

### **Part A: Preparing for and Conducting the Interview**

1) Consider the minimum and preferred qualifications identified on the Personnel Requisition when the position was opened. From those qualifications, *select the ones for which you expect to gather information during the interview* and list those on the Interview Report in the section on “Evaluation of Applicant’s Potential to Perform Job Responsibilities.” In most cases, you will NOT include ALL of the qualifications on this list (i.e. high school diploma).

2) Develop *written* questions that will draw out information about each of the qualifications you selected in #1 above. Remember: *past experience is the best predictor of future performance*. That means that you will get the most useful information from the interview if you ask applicants questions that draw on their past.

**PLEASE NOTE:** a copy of the questions used during the formal interview session must accompany the Interview Reports.

3) Following the interview, rate each applicant (from 0 to 4) on each of the qualifications listed in Part A.

4) Briefly summarize each interviewee’s strengths and weaknesses in the space provided.

### **Part B: Making a Selection/Nonselection Decision**

1) Circle selected or not selected and provide reasons for the decision from the listed advertised qualifications in Part A.

The individual completing the Interview Report should sign and date it.