

JOB RATING FACTORS

Evaluation

CANDIDATE NAME: _____

INTERVIEW DATE: _____

POSITION APPLIED FOR: _____

INTERVIEWER: _____

EXCELLENT - 4 GOOD - 3 FAIR - 2 POOR - 1

PREVIOUS EMPLOYMENT

Rating (1-4): _____

Why are you changing jobs:

Tell me what you did on a typical day at work:

What aspect of your previous job did you like most/least:
Why:

Discuss your relationship with your supervisor:
Co-workers:

JOB MOTIVATION

Rating (1-4): _____

What do you know about our company and why do you want to work here:

What motivates you on the job:

What steps have you taken to enhance your career:

List 3 of your most important/proudest accomplishments:

INITIATIVE

Rating (1-4): _____

All jobs have tasks that are boring, routine or tedious. Tell me about some of those tasks you have faced in the past and how you dealt with them:

What are your career goals:
How do you plan to achieve those goals:

If you were unclear as to the responsibilities of an assignment, what would you do:

Tell me about a time when you went above and beyond to take control of a situation:

WORK STANDARDS

Rating (1-4): _____

Were you ever dissatisfied with your performance on a job:
If so, what did you do:

What type of work environment do you prefer:

What type of manager do you work best for:

PLANNING AND ORGANIZATION

Rating (1-4): _____

What is the best way of organizing your work:

Describe how you scheduled your time on an unusually hectic day:

How would you rank your ability to make changes to your daily routine to meet work demands:
Explain:

How do you determine which activities have top priority:

SALES KNOWLEDGE

Rating (1-4): _____

Are you available every evening and Saturday's to sell security? Yes No Explain:

Do you have any sales awards? Yes No Explain:

How often did you make quota?

How often did you miss quota?

Do you have any formal sales training? Yes No Explain:

Prospecting Presentation Closing Objections

ADAPTABILITY

Rating (1-4): _____

What types of people do you get along with the best/least?

Tell me about a time when you had work problems or stresses that were difficult for you.

Tell me about a time when your company introduced a new policy or procedure that you didn't agree with:

How did you handle it:

Give me an example of when you had to put in overtime:

LEADERSHIP

Rating (1-4): _____

What specifically do you do to set an example for others?

Would you describe yourself as a leader?

Have you ever had a leadership role or position?

How do you interact with employees who are "troublemakers"?

